HAND BOOK

(RULES/ORDERS RELATING TO RECOGNISED NON-GOVT. AIDED & UNAIDED SECONDARY SCHOOLS AND MADRASAHS IN WEST BENGAL)

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DIRECTORATE OF SCHOOL EDUCATION

Government of West Bengal

HAND BOOK

(RULES/ORDERS RELATING TO
RECOGNISED NON-GOVT. AIDED
& UNAIDED SECONDARY SCHOOLS
AND MADRASAHS IN WEST BENGAL)

DIRECTORATE OF SCHOOL EDUCATION

Government of West Bengal

FOREWORD

West Bengal is enriched with good number of departments for smooth running of its administration. Department of School Education is one of these departments. Every department is served by many Acts, Rules and Regulations framed thereunder along with Govt. Orders and circulars issued from time to time either from the Department or from the Directorate under it.

Department of School Education is unique in this respect on account of number of rules, regulations, circulars and orders issued by the Department and Directorate. This is also a fact that the number of pending court cases against this department is highest in this State.

In order to administer the departmental activities and to look after the governance of over 12000 Jr. High, High and Higher Secondary Schools and over 52000 Primary schools together with more than 500 madrasahs the officials concerned are to be made acquinted with all these rules, regulations and circulars etc. Some times it becomes very difficult for the newly recruited officials or the promoted officials and the officials transferred from other departments to discharge his or her responsibilities in pursuance of all these orders and circulars. Every one feels the urgent need of having a compilation of all these regulations, rules and orders so that it may help him or her in smooth discharging of his or her duties. Previously this type of compilation was published by the School Education Directorate and there is urgent necessity of making it upto date.

With that object in view, this publication has been prepared and I hope it will immensely help the concerned officials.

Kanti Biswas
4.12.2003.
Minister-in-Charge
DEPT. OF EDUCATION (PRIMARY, SECONDARY AND MADRASAH)
Government of West Bengal.

PREFACE TO THE THIRD EDITION

It is about three years now that this Directorate issued the second edition of the Handbook on important Rules and Government Orders on school educational administration. It was, however, being felt for sometime past that a few more important Government Orders and Circulars of the recent past as well as subsequent years need to be incorporated so as to make the Handbook more useful. So an effort was made to bring out an improved volume. In this endeavour Shri Purnananda Prodhan, Deputy Director of School Education (Grant-in-aid) and his able Assistant Director, Shri Dilip Sengupta and Sm Tripti Chakraborty, S. I. of Schools of the Grant-in-aid Sectioncontributed the most with their sincere and hard work, though there were many others to prompt from the wings. This Directorate will feel rewarded if this Handbook serves the clientile it is meant for.

(S. Som)
Director of School Education
West Bengal
28.11.2003

INTRODUCTION

In West Bengal, there are following type of Non-Government Aided Secondary Schools—Jr. High School, High School, Higher Secondary School, 2-Class Higher Secondary School (Independent Institution), Jr. High Madrasah, High Madrasah and Senior Madrasah. There are some D.A. getting Schools in West Bengal.

West Bengal Board of Secondary Education is the authority to recognise Jr. High and High School, West Bengal Council of Higher Secondary Education to recognise Higher Secondary section and two-class independent Higher Secondary School and West Bengal Madrasah Education Board to recognise all types of Madrasahs. At present permission for recognition of 2-Class independent Higher Secondary School is not being issued.

How a school is established?

At present Government of West Bengal with the help of the concerned Zilla Parishad takes up the responsibility of setting up of a school in a particular locality where the Government considers to set up a School on fulfilment of some conditions. The Government has already laid down that no new school shall be started without the prior permission of the Government.

But the Government has not still done away with the system of recognising an organised school if the same has been organised within 1975 following Government norms and has applied to the West Bengal Board of Secondary Education for recognition/upgradation within 1975 with requisite fees and are still existent. Some of such schools are recognised almost every year according to Budget provision of the Government.

In the existing non-Govt. aided schools from Jr. High to Higher Secondary School including Madrasah, all appointment of Asstt. Teachers and Headmaster are made by the School Authority as per recomendation of the S.S.C. introduced w.e.f. Nov., 1997.

In all cases Reservation Rules for appointment of teaching and non-teaching employee must be maintained. There is an exception to the appointment of Headmaster and Assistant Headmaster in this respect. In case of Assistant Headmaster, appointments are made from amongst the approved teaching staff of the particular institution as per existing R. Rules.

It is an important point to note that no appointment is made if the post is not sanctioned by the Government and the permission to fill up the post is not

issued by the concerned District Inspector of Schools. No school is permitted to recruit/appoint any staff on the ground that the enrolment of the school has been increased. For each and every school there is a Memo issued by the Director of School Education in which it has been clearly shown the number of teaching and non-teaching posts sanctioned for the school. If no Memo is issued to any school it should be taken for granted that the school has 12 posts for teaching, one post for clerk and two posts for Group 'D' staff if the school is recognised as a X-Class Secondary School. If the school is recognised 4-Class Secondary School the minimum posts will be 6 for teaching, one for clerk and 1 for Group 'D' staff. If the school is a two-class one, there is only 3 posts sanctioned for teaching only and no post for non-teaching. All the teaching posts as mentioned above must be distributed according to staff pattern which must be approved by the D.I./S (S.E). Government time to time according to provision in the Budget, sanction additional posts for teaching and non-teaching employees and until these posts are created by the Government no school is permitted to recruit or appoint any teacher in the vacancy to be created in future. Government create separate post for Asstt. teacher & Part-Time teacher for Higher Secondary Unit.

All appointments of non-teaching staff must be made after the panel prepared by the school authority as per existing rules, and got approved by the District Inspector of Schools. No payment of salary to any staff is to be made if the service of the non-teaching staff is not approved by the D.I.s

A teacher or a non-teaching staff is allowed to retire from service on completion of 60 years of age. However, those opted in favour of Pre-'90 scale of pay within prescribed time limit may continue up to 65 years on fulfilment of some conditions as prescribed by Government time to time.

On completion of 33 years of service, a teaching or non-teaching employee will get full pensionary benefits if he/she opts for pension.

For details please consult 'A Hand Book' of Government rules and orders relating to the West Bengal Recognised Non-Government Educational Employees (D.C.R.B.) Scheme -'81, published by the Government of West Bengal.

P. PRADHAN

12.11.2003.

Deputy Director of School Education, (G.A.)
West Bengal.

SUBJECTWISE ORDER AND DATE

ITEM NO. 1

RECOGNITION
&
UPGRADATION

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GOVERNMENT OF WEST BE NGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 553-Edn (S) Dated, Calcutta, the 26th April, 1978.

From : Shri B.N. Chatterjee, I.A.S.,
Special Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub. : Recognition of Secondary Schools in West Bengal w.e.f. 1.1.78.

The undersigned is directed to say that after due consideration of financial resources it has been decided by the State Government that a limited number of schools including Girls' Schools separated from Co-educational Schools should be recommended for recognition from 1.1.78 or from subsequent academic sessions. A district-wise panel should be prepared for the purpose in the manner indicated below.

2. (a) The schools should be selected strictly on the basis of the need of area, population and general educational considerations. There should be a Central Committee for screening the applications. The Committee may consist of the following members :—

(i) Three persons nominated by the Board,

(ii) The D.S.E.,

(iii) The D.D.P.I. (S.E.),

(iv) The D.D.P.I. (S.E.W.),

(v) Three persons nominated by Government.

The Committee will consolidate the reports received from the districts and send the consolidated report to Government with recommendations. The list finally approved by the Government will be sent to the Board for consideration.

(b) There should be a District Level Inspecting Team consisting of (i) D.I. of Schools (Secondary), (ii) a nominee from the Board and (iii) a nominee from the Government. The Inspecting Team will fill up a questionaires and

give general remarks in the questionaires. The questionaries may include the following points :—

(i) Name and distance of three nearest High/Jr. High Schools from the school under inspection;

(ii) The year in which the school was established;

(iii) Year-wise Roll Strength;

(iv) Number of students sent up for examination during the last three years if specially permitted to do so;

(v) Pass/Failure (Year-wise)

(vi) Accommodation;

(vii) Library;

(viii) Sanitary arrangement;

(ix) Economic condition of the school including reserve fund;

(x) Present Roll Strength (Class-wise);

(xi) Any other information required according to the norms prescribed by the Board.

(c) The Board and the Directorate will place a district-wise list of applicant schools with location and date of application to the respective D.I. of Schools (Secondary) [The applications pending with the Board/Directorate should be sent back to the respective Districts.].

(d) Inspection may be taken up in each district with ten to twelve such schools from among each of the categories of Boys'/Girls' and Bifurcated Girls' Schools according to Board's Circular, if any. The oldest school and the comparatively unschooled area must be inspected first. Applicant Jr. High Schools of the same number may also immediately be inspected and the report sent to the Central Committee with a priority list as soon as the inspection is completed. The remaining applicant schools may be subsequently inspected by the District Inspecting Team and a panel of eligible schools may be prepared and sent to the Central Committee for recommendation for future recognition.

(e) Organisations of spontaneous and Voluntary schools should from now, be discouraged. Schools may be started only under instructions from the Government or the Board.

(f) Co-education, in general, shall not be discouraged. Only in these cases

where co-education effects the roll strength of the existing recognised schools, there should be restrictions.

(g) The Director of School Education and the Board have been requested to conduct a survey to identify pockets where new schools are necessary. These areas should be given precedence over other areas in the matter of recognition of schools. If necessary, Government may be moved for establishment of new schools, specially in educationally and economically backward areas.

3. Government will retain power of specially recommending schools of the following type for recognition, namely :—

(i) Schools set up and maintained by linguistic minorities.

(ii) Schools set up and maintained by any Central or State Government Undertaking including those in developing townships like Haldia.

4. Government schools like the one in Salt Lake Township or Kalyani should receive special consideration for the purpose of recognition.

Sd/-

Special Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 999-Edn (S)/3S-1/78 Pt. Dated, Calcutta, the 3rd August, 1978.

From : Shri B.N. Chatterjee, I.A.S.,
Special Secretary to the Govt. of West Bengal.

To : The Director of Secondary Education, West Bengal.

Sub. : Recognition of Secondary Schools and Madrasahs in West Bengal with effect from 1.1.78.

The undersigned is directed to say that the policy laid down in this Department's letter No. 553-Edn (S) dated the 26th April, 1978 for selection of Secondary Schools to be recommended to the West Bengal Board of Secondary Education for recognition with effect from the 1st January, 1978 should also be followed in the cases of selection of Madrasahs (Jr. High and Senior Madrasah). For this purpose the members to be nominated by the West Bengal Madrasah Education Board should be included in the Central Committee in addition to the member already appointed or nominated and one member nominated by the same body should be included in each District Inspecting Team in addition to the three members already appointed or nominated.

The following principles should also be followed while selecting the Madrasahs for recognitions : —

(i) New Madrasahs should not normally be opened near a Secondary Schools where there is provision for teaching on Arabic and Persian.

(ii) Recognition of Senior Madrasahs should not generally be encouraged.

(iii) For the present the Districts of Darjeeling, Cooch Behar, Jalpaiguri, Bankura and Purulia may be excluded and no new Madrasah may be expanded there.

Other principles regarding inspection of institutions etc. should be the same as laid down in this Department's letter referred to above.

Sd/- B.N. Chatterjee,
Special Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
WRITERS' BUILDINGS, CALCUTTA-700 001

No. : 676-Edn (S) / SS-5/91 Dated, Calcutta, the 28th May, 1991.

From : Shri H.P. Mukhopadhyay, I.A.S.,
Joint Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Recognition of Secondary Schools in West Bengal.

In Partial modification of G.O. No. 553-Edn (S) dated 26.4.78 on the aforenoted subject, the undersigned is directed to say that after careful consideration, the State Government has decided that the Central Committee, constituted in terms of Para 2(a) of G.O. No. 553-Edn.(S) dated 26.4.78 for screening the applications in connection with recognition/upgradation of Secondary Schools, shall be dissolved with immediate effect.

The Director of School Education, West Bengal shall henceforth discharge the functions of the said Central Committee until further orders.

Sd/-
Jt. Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-700 091

No. : 1228-SE (S) Dated, Kolkata, the 3rd Sept, 2002.

From : Shri D. Basu, IAS
Special Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Govt. Nominee in the DLITs in West Bengal where the same has not been appointed.

The undersigned is directed to refer to the subject noted above and to communicate the order that the concerned District Inspector of Schools (SE) will act as the Govt. Nominee in the respective District Level Inspecting Team where seperate Govt. nominee has not yet been appointed..

All concerned may be informed accordingly.

Sd/- D. Basu
Special Secretary.

No. : 1228-/1 (4)-SE (S) Dated, Kolkata, the 3rd Sept, 2002.

Copy forwarded to the :

1. Deputy Director of School Education (GA), West Bengal.
2. Deputy Director of School Education (Boys High School), West Bengal.
3. Deputy Director of School Education (for Women), West Bengal.
4. Deputy Director of School Education (Law), West Bengal,

......for information and necessary action.

Sd/- Illegible
Assistant Secretary.

No. : 2346-/1 (21)-GA Dated, Kolkata, the 24th Sept, 2002.

Copy forwarded for information and necessary action to :

The Dist. Inspector of Schools (SE), ...

P.O.. Dist. ....

Sd/- Illegible

for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-700 091

No. : 117-SE (S)/35-25/2002 Dated, Kolkata, the 29th January, 2003.

NOTIFICATION

In supersession of the Order No. 553-Edn (S) dt. 26.4.1978 and No. 867-Edn (S) dt. 30.6.78, I am directed, by the Order of the Governor, to say that the Governor has been pleased to constitute a District-level Inspection team for each district of the State for instituting inspection and verifying facts and records of the Schools/Madrasa taken for consideration for recognition/ upgradation by the West Bengal Board of Secondary Education/West Bengal Council and Higher Secondary Education/West Bengal Board of Madrasah Education as the case may be with the following members :

1. A nominee of the West Bengal Board of Secondary Education — Member
2. A nominee of the West Bengal Council of Higher Secondary Education — Member
3. A nominee of the West Bengal Board of Madrasah Education — Member
4. District Inspector of Schools (Secondary Education) — Member-Convenor

All concerned are being informed accordingly.

Sd/- D. Basu
Special Secretary.

No. : 117/1(25)-SE (S) Dated, Kolkata, the 29th January, 2003.

1. Director of School Education, West Bengal.
2. Secretary, West Bengal Board of Secondary Education.
3. Secretary, West Bengal Council of Higher Secondary Education.
4. Secretary, West Bengal Board of Madrasah Education.
5. Dy. Director of School Education (Boys' High School), West Bengal.
6. Dy. Director of School Education (for Women), West Bengal.
7. District Inspector of Schools (SE),

....

....

Sd/- Illegible
Assistant Secretary.

ITEM NO. 2

APPOINTMENT ON COMPASSIONATE GROUND

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
PRIMARY BRANCH

No. : 457-Edn (P) / 4A-50/83 Dated, Calcutta, the 12th October,, 1987.

From : Shri A.C. Chakraborty,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal
(Primary Unit), New Secretariat Buildings,
Calcutta.

Sub. : Appointment of wards of teachers and non-teaching employees of recognised non-Government Primary/Junior High/Secondary/Higher Secondary Schools etc. on compassionate ground.

It has been stipulated in the Government Order No. 1008-Edn (P) dated the 14.9.77 read with the Government Order No. 101-Edn(P) dated 28.2.80 that if a primary school teacher dies in harness, a ward of the teacher concerned may be given appointment as a primary school teacher on compassionate ground provided the ward possesses the requisite qualification for such appointment. But the ambit of the aforesaid Government orders is so restricted that the ward of a Primary School teacher who dies in harness cannot be appointed as a teacher or a non-teaching employee on compassionate ground in a Junior High/ Secondary/Higher Secondary School even if he/she possesses the requisite qualification for such appointment. Moreover, there is no Government order as such for providing employment to the ward of a Junior High/Secondary/ Higher Secondary School teacher or of a non-teaching employee attached to a Junior/Secondary/Higher Secondary School who dies in harness, although there is scope for providing such appointment in terms of the Memo. No. 1464(16)-G.A. dated 28.8.81 issued by the Director of School Education, West Bengal. But in no case the ward of a Junior High/Secondary/Higher Secondary School teacher or of a non-teaching employee attached to any of such institutions can be appointed a primary school teacher even if he/she possesses the requisite qualification for such appointment. Therefore, the question of expansion of the scope of employment on compassionate ground of the wards of the teachers/non-teaching employees working in recognised non-

Government Primary/Junior High/Secondary/Higher Secondary Schools and other educational institutions under the Directorate of School Education has been engaging the attention of the State Government in the Education Department for some time past.

2. The undersigned is now directed by order of the Governor to say that the Governor has been pleased to order, in supersession of all previous orders in this regard that the appointment on compassionate ground of the wards of teachers and of non-teaching employees of all recognised non-Government educational institutions under the Directorate of School Education who died in harness be brought under a single umbrella and be given employment from the date of issue of this order in the manner prescribed below :—

(i) If a Primary School teacher dies in harness, the ward of the teacher concerned should be considered for employment in the first instance in any primary school in the district in which the deceased teacher last served. Similarly, if a teacher or a non-teaching employee of a Junior High/ Secondary/Higher Secondary School or other educational institutions under the Directorate of School Education dies in harness, the ward of the teacher or of the non-teaching employee concerned should be considered for employment in the first instance in any Junior High/Secondary/Higher Secondary School etc., in the district in which the deceased teacher or the deceased non-teaching employee last served.

(ii) If the ward of a Primary School teacher who dies in harness does not possess the requisite qualification for appointment as a Primary School teacher or if the ward of a Primary School teacher who dies in harness possesses the requisite qualification for appointment as a teacher in a Junior High/Secondary/Higher Secondary School etc. and opts for being appointed as such, the name of the ward, in either case, should be forwarded by the concerned District Inspector of Schools (P.E.), District School Board, as the case may be, to the District Inspector of Schools (Secondary Education) concerned for providing him/her with employment on compassionate ground commensurate with his/her qualification and in that case the name should be placed just below the last name in the roster maintained for such cases by the District Inspector of Schools (S.E.). Similarly, if the ward of a Junior High/ Secondary/Higher Secondary School teacher or of a teacher of such other educational institution under the School Education

Directorate or a non-teaching employee attached to a Junior High/Secondary/Higher Secondary School or other educational institutions under the Directorate of School Education who dies in harness does not possess the requisite qualification for appointment as a teacher in any of the said institutions but possesses the qualification for appointment as a Primary School teacher and opts for being appointed as such, the name of the ward should be forwarded by the District Inspector of Schools (S.E.) concerned to the concerned District Inspector of Schools (P.E.)/District School Board, as the case may be, for providing him/her with employment on compassionate ground and in that case the name should be placed just below the last name in the roster maintained for such cases by the District Inspector of Schools (P.E.)/District School Board concerned.

3. Each District Inspector of Schools (P.E.)/District School Board shall maintain a roster showing the names of wards of Primary School teachers who die in harness and each District Inspector of Schools (Secondary Education) shall maintain a similar roster showing the names of wards of the Junior High/Secondary/Higher Secondary School teachers and of the non-teaching employees attached to the Junior High/Secondary/Higher Secondary Schools etc., who die in harness.

4. The claim for employment on compassionate ground of the wards of Primary/Junior High/Secondary/Higher Secondary School teachers and that of the wards of the non-teaching employees attached to such educational institutions as aforesaid shall be restricted to 10% of the total vacancies occurring in a particular year in a district as of the exempted category.

5. The term "Ward" shall mean a son/a dependent daughter/the widow/the husband of the deceased teacher or of the deceased non-teaching employee. The ward shall apply for appointment on compassionate ground to the authority concerned immediately after the death of the teacher or of the non-teaching employee concerned.

6. The appointing authority, after satisfying itself that the ward fulfills all the prescribed conditions and also that the family is in distress and in immediate need of assistance, may issue necessary appointment orders only with the prior approval of the Director of School Education, West Bengal.

7. In all cases where it is proposed to relax the conditions mentioned in paras five and six above the appointing authority shall refer the matter to the

Government in the Education Department through the Director of School Education, West Bengal and the final decision in the matter will rest with the Government.

8. All concerned may be informed accordingly.

Sd/- A.C. Chakraborty
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 107-Edn (S) / 7/5/87 Dated, Calcutta, the 29th January, 1988. / 2/2

From : Shri S.K. Ghosh,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Appointment of wards of teachers and non-teaching employees of recognised non-Government Primary/Junior High/Secondary/Higher Secondary Schools etc. on compassionate ground.

In continuation of Government order No. 457-Edn (P) dated 12.10.87 on the subject mentioned above, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that the upper age-limit for first entry into service in non-Government Secondary Schools fixed in terms of G.O. No. 454-Edn(S) dated 25.4.83, may be relaxed by ten years in the cases of appointments of the wards of deceased teachers and non-teaching employees (who die in harness) of the Primary/Junior High/Secondary/Higher Secondary Schools on compassionate ground under G.O. No. 457-Edn(P) dated 12.10.87.

However, in exceptional circumstances, further relaxation of this upper age-limit may be made with prior approval from the Government in terms of the existing provision in G.O. No. 454-Edn (S) dated 25.4.83.

All concerned may be informed accordingly.

Sd/- S.K.Ghosh
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : $\frac{\text{807-Edn (S)}}{\text{4A-36/89}}$ Dated, Calcutta, the 20th August, 1990,

From : Shri S. Sanyal,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Appointment of wards of teachers and non-teaching employees of recognised non-Government Primary/Junior High/Secondary/Higher Secondary Schools etc. on compassionate ground.

The undersigned is directed to refer to the Government order No. 457-Edn (P) dt. 12.10.87 in the matter mentioned above and to say that in terms of para 6 of the said G.O., the appointing authority should, before issuing any appointment order, obtain prior approval of the Director of School Education, West Bengal, after satisfying itself that the ward of the deceased employee fulfills all the prescribed conditions and also that the family is in distress and in immediate need of assistance.

After careful consideration, it has been decided by the State Government that henceforth, before issuing any order of appointment or approval in terms of the aforenoted G.O., the position as to whether the family is actually in distress and in immediate need of assistance should be ascertained by means of a certificate to this effect from the Sabhapati of the concerned Panchayat Samity or from the Chairman of the concerned Municipality/Municipal Corporation/ Notified Area Authority, as the case may be.

All District Inspector of Schools (Primary Education and Secondary Education) should immediately be instructed accordingly.

Sd/- S. Sanyal
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAWAN, SALT LAKE, CALCUTTA 700 091

No. : 4-SE(Pry) / 4A-17/54 — Dated, Calcutta, the 2nd January, 1995.

From : Shri S. Som
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Appointment of wards of teaching and non-teaching employees of recognised non-Government Primary/Junior High/Secondary/Higher Secondary Schools/Madrasahs on compassionate ground.

The undersigned is directed to refer to para 5 of this Department order in Memo. No. 457-Edn(P) dt. 12.10.87 which *inter alia* stipulates as follows :—

"The Ward shall apply for appointment on compassionate ground to the authority concerned immediately after the death of the teacher or of the non-teaching employees concerned."

2. As the aforesaid Government order dated 12.10.87 did not prescribe any time-limit up to which an application for such appointment on compassionate ground should be entertained by the District Authority, it was becoming difficult for the concerned authorities to carry cut the instructions properly.

3. Besides, absence of categorical instructions regarding superannuation/retirement linking up such appointments on compassionate ground was also causing difficulty in carrying out the existing instructions on the subject.

4. Accordingly, after careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Governor is pleased to decide in terms of para 7 of the said G.O. No. 457-Edn(P) dt. 12.10.87 that—

(i) Application praying for an employment by a ward of a teacher who died in harness should be submitted to the District Primary School Council/District Inspector of Schools (PE)/D.I. of Schools (Secondary Edn.) within two years from the date of death of the concerned teacher.

(ii) Applications received after expiry of the aforesaid time-limit should not be considered except under very special circumstances involving serious illness or physical inability of the applicant to submit such application in time, but even in such cases, the application should be submitted within a period of 4 (four) years from the date of expiry of the concerned teacher.

(iii) The ward of the deceased teacher must possess the requisite minimum educational and other qualifications on the date on which he/she submits an application praying for such appointment.

(iv) No application praying for such appointment on compassionate ground should be entertained from a ward of a deceased teacher who expire after attaining the prescribed age of superannuation at sixty years.

(v) Cases decided in the past need not be reopened.

(vi) All concerned may be informed accordingly.

Sd/- S. Some
Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA 700 091

No. : 351-SE (Pry.)/4A-17/94 Dated, Calcutta, the 30th May, 1996.

From : Shri S. Some,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal

Sub. : Appointment of wards of teaching and non-teaching employees of recognised non-Government Primary/Junior High/High/Higher Secondary Schools/Madrasahs on compassionate ground.

The undersigned is directed to refer to sub-para (i) of Para 4 of the G.O.No. 4-SE(Pry.) dated 2.1.95 read with G.O.No. 638-SE (Pry.) dated 19.6.95 and to say that the ward of a Teaching/Non-teaching employee of a Recognised non-Govt. Primary /Junior High/High/Higher Secondary School/ Madrasahs, who died/dies in harness, may also submit his/her application for appointment on compassionate ground to the Primary School Council/District Inspector of Schools (SE), as the case may be, of the district other than the one where the deceased employee worked last, provided the ward resides in that other district normally and provided also that such application is forwarded by the District Primary School Council/District Inspector of Schools (SE), as the case may be, of the district where the deceased employee served last.

2. In such case, the application shall be registered in that other district and the applicant considered for appointment with the same priority as if the deceased teaching/non-teaching employee expired in that other district.

3. All conditions stipulated in the G.O.'s quoted above, should however, be fulfilled.

Sd/- S. Some
Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, CALCUTTA - 700 091

No. : 720-SE (S)/1011-4A/98 Dated, Calcutta, the 5th September, 1998.

ORDER

WHEREAS it has come to the notice of the Government in the School Education Department that difficulty has arisen in implementing the provisions of procedure 6 issued under Notification No.14-SE(S)/1S-6/97 dt. the 8th January, 1997 towards filling up of the post of Teachers, on compassionate ground, from death in harness category so far as it relates to percentage of the total vacancies in a year in a district to be filled up through concerned regional School Service Commission;

AND WHEARAS it has become expedient to remove the difficulty as aforesaid;

WHEREAS it has come to our knowledge that a departmental order No. 457-Edn(P) dt. 12-10-87 was issued earlier;

HOW, THEREFORE, in exercise of the power conferred by procedure 8 of the procedure for selection of persons for appointment to the post of Teachers of schools recognised by the West Bengal Board of Secondary Education or the West Bengal Council of Higher Secondary Education or the West Bengal Board of Madrasah Education, as the case may be, hereinafter referred to as the said procedure, the Governor is pleased hereby to decide as follows :-

In case of appointment on compassionate ground of the wards of Jr. High School/Jr. High Madrasah/High School/High Madrasah/ Sr. Madrasah and Higher Secondary School Teachers attached to such Educational Institution as aforesaid shall be restricted to 10% of the total vacancies occurring in a particular year in a district as of the exempted category.

By order of the Governor,
NIKHILESH DAS
Secretary to the
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-700 091

No. : 12-SE (B) / 4A-18/1999 — Dated, Calcutta, the 18th January, 1999.

From : Shri L. Hembram,
Assistant Secretary to the Government of West Bengal,

To : The Director of School Education, West Bengal.

Sub. : Clarification regarding appointment on Compassinate grounds.

Ref. : His Memo No. 1610-Sc/P dated 8.10.98.

With reference to above, the undersigned is directed to clarify the phrase 'Extreme Economic Hardship' as in Rule 14 (a) of the rules in notification No. 768-Edn (P) dated 22.11.91. The above phrase may mean "the family of the deceased teacher, due to sudden expiry of the teacher is put in such financial stress that it fails to provide two square meals and other essentials to the surviving members of the deceased teacher's family.

Sd/- L. Hembram
Assistant Secretary.

No. : 12/1 (2)-SE (B)

Copy forwarded for information and necessary action to :

1. The Chairman, DPSC, Burdwan
2. Secretary, West Bengal Board of Primary Education,
   84, Sarat Bose Road, Calcutta-700 026

Calcutta :
18th January, 1999

Sd/- Illegible
Assistant Secretary.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-700 091

No. : 1855-SE (S) / 4A-18/2000 Dated, Calcutta, 25th Sept., 2000.

From : Shri P. K. Bhattacharya,
Assistant Secretary to the Government of West Bengal,

To : The Director of School Education, West Bengal.

Sub. : Upper Age Limit in case of appointment under Died-in-Harness Category.

The undersigned is directed to refer to his Memo. No. : 1184-GA dated 14.7.2000 on the above noted subject and to say that employment under Died-in-Harness is based on immediate Economic hardship and the upper age limit, as per existing Govt. Orders, of a candidate of a candidate for appointment to the Post of Teaching/Non-teaching Staff in all the Aided Schools has been raised to 37 years, the upper age limit would also be raised by 10 (Ten) Years i.e. to 47 years from 45 years for employment on Compassionate Ground under the rules of G.O. No : 107-Edn (S) dated 29.01.88.

Sd/- P. K. Bhattacharya,
Assistant Secretary.

Memo., No. : 1631 (21)-GA Dated, Calcutta, the 13th Oct, 2000.

Copy forwarded for information and necessary action to the District Inspector of Schools (S.E.), ...,
P.O. ...., Dist. ....

Sd/- Illegible
for Director of School Education,
West Bengal.

ITEM NO. 3

RECRUITMENT
OF
TEACHING &
NON-TEACHING
STAFF

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 772-Edn (S) / 188-8/74 — Dated Calcutta, the 8th July, 1974.

To : The Director of Public Instruction, West Bengal.

Sub. : Pattern of teaching staff in the recognised Non-Government Secondary Schools under the revised pattern introduced from 1.1.74.

The undersigned is directed to say that consequent on restructuring of Secondary Education in conformity with the national pattern and on introduction of revised curriculum and syllabuses from 1.1.74, the question of prescribing revised pattern of teaching staff has become necessary. The West Bengal Board of Secondary Education has calculated minimum number of periods per week required to cover the new syllabuses in different classes from V to X.

After careful consideration of the matter, Governor is now pleased to direct that with effect from 1.1.74 the number of teaching posts admissible to a school having Classes V to X with only one section in each class shall be as follows:

Language Group (1st, 2nd and 3rd Languages) ...	4
Science and Mathematics	3
Social Science (History & Geography)	2
Work Education, Physical Education & Social Service ...	2
Headmaster	1
Total :	12

The maximum number of periods for a pupil, as at present, be limited to 39 per week. Subjects to this limit the Head of the Institution may fix the number of periods for each class so as to cover satisfactorily the entire syllabuses prescribed for the class within the academic year. The teaching load for a teacher should normally be 36 periods per week, distributed as follows:

(i) Class Room Teaching — 25 periods (including occasional work for absentee teachers).

(ii) Tutorial Class — 11 periods (including correction of home work).

All teachers should be involved in work education programmes. For such involvement two periods may be assigned to the teacher concerned with corresponding adjustment in the total teaching load per week.

Although the teaching posts having been shown against different groups of subjects, Head of the Institutions should by suitable distribution of teaching load ensure full utilisation of the service of the teachers in the best interest of the School. It should be possible to achieve some degree of flexibility in adjustment of teaching load in subjects other than those requiring specialised knowledge.

Existing norms relating to size of a section and additional enrolment in the section with prior approval of appropriate authorities shall remain in operation. Additional sections may be permitted if the enrolment is steady over a period of at least three years. In case of fluctuating enrolment, the trend over a longer period should be watched. Teaching load should, as far as practicable, be distributed amongst the teachers in position. If, however, additional work load justifies appointment of additional teachers, sanction would be given initially for a limited period and appointment should be made purely on temporary basis against such posts.

The minimum academic qualification of a teacher should be Pass degree with such combination of subjects as would enable the teacher to teach the school courses prescribed by the West Bengal Board of Secondary Education under the new curriculum. The existing orders relating to training qualification shall remain in operation until further orders. The minimum qualification for the Headmaster/Headmistress, Assistant Headmaster/Assistant Headmistress should be as prescribed under the existing orders. In case of teachers in Physical Education, Work Education and Social Service Group, the minimum academic qualification may be relaxed with the approval of the Director of Public Instruction. Such relaxation should, as far as possible, be granted only in case of teachers already in position. One of the teachers under this group should have recognised degree, diploma or certificates in Physical Education and one should have recognised degree, diploma or certificate in art and craft.

*In the language group the maximum number of posts, for which Honours or Master Degree may be admitted, should be limited, to 50% of the number of posts required for teaching 1st and 2nd languages, in the science and mathematics group, the maximum number of posts so admissible for teachers with Honours or Master Degree should be limited to 66% of the total posts

sanctioned for that particular group. Teachers already in position who have been allowed higher scale of pay in conformity with the principle laid down in the G.O. No. 60-Edn (S) dated 15th January, 1972, should continue to draw pay in that scales. They should be gradually fitted into the new pattern.

Staff pattern herein prescribed should apply also to the Higher Secondary Schools with suitable adjustment. With the abolition of Class XI, the teachers in position should be fitted into the new pattern keeping in view the declared policy of Government about absorption of teachers.

Sd/- B.N. Chatterjee,

Joint Secretary

A.G./31.10.95

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
WRITERS' BUILDINGS, CALCUTTA-1

No. : 585-Edn (S) / 4A-23/82 pt. Dated Calcutta, the 27th July, 1989.

To : The Director of School Education, West Bengal.

Sub. : *Qualifications for appointment to the post of Headmaster / Headmistress in a recognised Non-Govt. Jr. High school.*

The undersigned is directed to say that, under existing orders, the minimum qualification for appointment as Headmaster / Headmistress of a Non-Government Jr. High School is "Trained Graduate with 3 years' teaching experience". This was fixed when all Assistant Teachers of Jr. High Schools were entitled to only Graduate scale of pay, irrespective of their qualifications. In terms of G.O. No. 372-Edn (B) dt. 31.7.81, the Assistant Teacher of a Non-Govt. Jr. High School is now entitled to revised pay scales, according to his/her qualification, from 1.4.81 or any subsequent date.

The Govt. have, therefore, decided that the minimum academic qualification for appointment as the Headmaster/Headmistress of a Non-Govt. Jr. High School should, henceforth, be regular Hons. or any Master's Degree in any academic subject in the Language, Science or Social Science Group and this subject may or may not be relevant to the subject usually taught in a Jr. High School.

The minimum teaching experience required for recruitment to the post of Headmaster /Headmistress of a High School has already been raised from 5 years to 10 years and for the post of Asstt. Headmaster /Headmistress from 3 years to 5 years.

Government have decided that hencefourth, 5 year's continuous teaching experience in Secondary Schools shall be an essential qualification for recruitment to the post of a Headmaster/Headmistress in a Non-Govt. Jr. High School.

All concerned may be informed accordingly.

Sd/- H. P. Mukhopadhyaya,
Joint Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 586-Edn (S) / 4A-23/82 pt. Dated, Calcutta, the 27th July, 1989. / 31

From : Shri H.P.Mukhopadhyay, I.A.S.
Joint Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Recruitment to the post of Headmaster/Headmistress of a recognised non-Government High/Higher Secondary School.

The undersigned is directed to say that, under existing orders, the minimum academic qualification for recruitment to the post of Headmaster/Headmistress in a recognised non-Government High/Higher Secondary School is that they should be trained Graduates with regular Hons. Degree or with Master's Degree, who have secured not less than 40% marks in M.A./M.Sc./M.Com. but it has not been specified whether M.A./ M.Sc./ M.Com. degree should necessarily be of two years duration. Some Universities treat M.A. of one-year duration at par with M.A. of two-year duration and accordingly by obtaining M.Ed. or M.A. degree of one-year duration, some candidates got their appointment as Headmaster in non-Government High/Higher Secondary Schools. Government have considered the matter and it has been decided that such appointments, as have already been made, be approved as fait accompli.

Government have, however, decided that for the purpose of recruitment to the post of Headmaster/Headmistress of a High/Higher Secondary School "Master's Degree" means such degree obtained on completion of a course of at least 2 years duration. This should be followed strictly henceforth.

A question has been raised if the Headmaster of a Jr. High School, not having the prescribed minimum qualification for appointment as a Headmaster/ Headmistress of a High/Higher Secondary School, is allowed to continue as Teacher-in-charge on upgradation of the said Jr. High School to a High School and if such Teacher-in-charge subsequently acquires the required qualification (Hons./Master's Degree), from which date he/she will be entitled to the pay scale of the Headmaster of a High School whether from the date of publication

of the result of examination causing the entitlement or from the date of completion of the examination. It is hereby clarified that in such a case, the relevant pay scale should be allowed from the date next to the completion of his/her examination—both theoretical and practical.

All concerned may be informed accordingly.

Sd/- H.P. Mukhopadhyay
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
WRITERS' BUILDINGS, CALCUTTA-1

No. : 730-Edn (S) / 4E-7/89 — Dated Calcutta, the 20th July, 1990.

From : Shri B. Mantrani,
Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
6, Bhabani Dutta Lane, Calcutta-73.

Sub. : Pattern and distribution of staff in the different groups of teaching in the Jr. High and High Madrasahs.

The undersigned is directed to refer to his letter No. 2450-Sc/S dated 16.9.89 on the above subject and to say that the proposal of the West Bengal Madrasah Education Board regarding pattern and distribution of teaching staff among different groups of teaching as contained in Board's letter No. 502 dated 24.7.89 has been duly examined by the Government and after careful consideration the Governor has been pleased to approve of the proposal of the Board subject to certain minor modifications and also subject to the condition that the total No. of staff shall be limited to the total staff strength as admissible under the existing rules and/or Government orders. The Staff pattern and distribution will be as indicated below:

A. Staff pattern of High Madrasah teaching up to Class X (6 units).

Member of Teaching staff	Requisite qualification	No. of posts
1. Headmaster	Hons. Graduate (Regular) with B.Ed/ Master Degree with B.Ed. having ten years teaching experience in a recognised institution.	1.
2. Assistant Teachers:		
(i) Language Group	M.M./M.F.	1.
	B.A. with Bengali/Urdu or English as combination subject	1.
	B.A. (Hons.)/M.A.(one in English and one in Bengali/Urdu)	2.

(ii)	Science Group	B.Sc./B.Sc.(Hons.)/M.Sc.	2.
		B.Sc.(Bio.)	1.
(iii)	Social Science Group	B.A. with History as combination subject/B.A.(Hons.)/M.A. in History.	1.
		B.A.(Hons.)/B.Sc.(Hons.)/M.Sc. in Geography (Existing Geography teachers who are graduate with Geography as a combination subject will, of course, continue).	1.
(iv)	Advance Paper in Arabic	M.M./M.F.	1.
(v)	Work Education & Physical Education group	B.A./B.Sc./B.Com. with diploma in Physical Education or P.G.B.T., preference being given to P.G.B.T.	1.

Total : 12 (twelve)

For Madrasah with more than 6 (six) units distribution of the teaching staff in different groups will be as follows :

No. of Class	Language group	Science group	Social Sc. Gr.	Adv. Paper in Arabic	Work Edn. Phy. Edn. Gr.	H.M.	Total
7	5	3	2	1	1	1	13
8	5	4	2	1	1	1	14
9	6	4	3	1	1	1	16
10	5	5	3	1	2	1	18
11	7	6	3	1	2	1	20
12	7	7	4	1	2	1	22
13	8	7	4	1	2	1	23
14	9	8	4	1	2	1	25
15	10	9	4	1	2	1	27

B. Staff pattern of Jr. High Madrasah teaching up to Class VII (4 units).

Teaching staff	Requisite qualification	No. of posts
1. Headmaster	B.A.B.Ed./B.Sc., B.Ed. with 5 Years teaching experience	1.
2. Assistant Teachers	M.M./M.F./Fazil	1.
	Graduate with combination of Language group subjects.	1.
	Graduate with combination of Social Science group subjects.	1.
	B.Sc.	1.
	B.Sc. (Bio)	1.
		Total : 6 (Six)

2. This order has no authority for creation of any new post. Any creation of new post shall be as per the existing rules and Government Orders.

Sd/- B. Mantrani,
Assistant Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 670-Edn (S) / 4A-25/62 pt., 1 Dated Calcutta, the 4th September, 1990.

From : Shri Kalidas Bhattacharyya,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal, Calcutta-73.

Sub. : Pattern and teaching and non-teaching staff in the recognised Non-Govt. Jr. High School.

The undersigned is directed to say that in terms of G.O. No., 772-Edn (S) dt. 8.7.74 the pattern of teaching staff admissible to a school having Classes V to X with only one section in each class was issued and that was given effect from 1.1.74. But there was no staff pattern exclusively for Junior High School.

After careful consideration of the matter the Governor is now pleased to direct that with effect from 1.5.89 the number of teaching posts admissible to a Junior High School having either 2 Classes or 4 Classes with only one section in each class shall be follows :

1. **2 — Class Junior High School.**

Language Group	— 1
Science Group	— 1 (Pure Science)
Social Science Group	— 1
Total	: 3

2. **4 — Class Junior High School.**

Language Group (including 3rd language)	— 2
Science Group	— 2 (1 Pure Science and 1 Bio-Science)
Social Science Group	— 2 (1 History and 1 Geography)
Total	: 6

There shall be no non-teaching staff for a 2 Class Junior High School. For a 4 Class Jr. High School, 1 Clerk and 1 Class IV staff shall be admissible.

One additional post of teacher may be sanctioned for each additional section provided such additional section has prior approval of the D.S.E., W.B. The first of such additional post shall be for Physical Education/Work Education.

The further additional posts shall be, by rotation, to Language, Science and Social Science Groups.

The Pay Scale of the teaching and non-teaching staff of the Junior High School will be guided in terms of G.O. No. 372-Edn (B) dated 31.7.81.

All concerned may be informed accordingly.

Sd/- Illegible
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 377-Edn (S) / 4E-7/90 Dated Calcutta, the 19th March, 1991.

From : Shri H.P. Mukhopadhyay, I.A.S.
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Sanction of revised staff pattern for Senior Madrasahs (Class I to X) under the reoriented syllabus.

The undersigned is directed to refer to his letter No. 844-Sc/S dated 7.5.90 on the above subject and to say that the proposal of the West Bengal Madrasah Education Board regarding staff pattern i.e. Groupwise distribution of teaching staff as contained in the Board's letter No. 66/Est-4 dated 29.1.91 has duly been examined by the Government and after careful consideration of the proposal contained therein it has been decided by the Government that the staff pattern of Senior Madrasah (Class I to X) will be as below :

Member of Teaching Staff	Qualification	No. of Post
1. Superintendent	M.M. with five years teaching experience	1 (one)
2. Assistant Teachers :		
(i) Language Group	M.M./M.F.	2 (two)
	B.A. /B.A.(Hons.) M.A./B.Ed. (Vernacular Teacher) according to the medium of teaching	1 (one)
	B.A. /B.A.(Hons.) M.A. (Eng.)/B.Ed.	1 (one)
(ii) Science Group	B.Sc./B.Sc.(Hons.) M.Sc.,B.Ed. (with combination of subjects Physics, Chemistry & Mathematics.	1 (one)
	B.Sc. (Bio.)/M.Sc.(Hons.) (Zoology or Botany) B.Ed.	1 (one)

Member of Teaching Staff	Qualification	No. of Post
(iii) Social Science	B.A. /B.A.(Hons.)/ M.A./B.Sc. (Hons.) M.Sc. (Geography)	1 (one)
(iv) Theology Group	M.M./M.F.	4 (four)
(v) For Class I to IV	H.S. or Equivalent	
	B.A. Part.I	1 (one)
	Fazil/M.M.	1 (one)
		Total : 14 (fourteen)

3. Existing approved teachers of different groups whose qualifications fall short of above standard will be retained till they vacate the post by retirement, resignation or otherwise.

Sd/- H.P. Mukhopadhyay

Joint Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
WRITERS' BUILDINGS, CALCUTTA-1

No. : 679-Edn (S) / 6C-20/90 — Dated Calcutta, the 26th May, 1991.

From : Shri P. Bhattacharyya,
Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal,
6, Bhabani Dutta Lane, Calcutta-73.

Sub. : Verification of certificate issued by the educational institution of Bangladesh.

The undersigned is directed to invite a reference to his letter No. 1948—GA dated 12.7.90 on the subject mentioned above and that before forwarding the educational certificates of the emigrants from Bangladesh for verification the nationality of the emigrant is required to be verified on the points noted below:

(i) Date, when he came over to India,

(ii) Present status of his nationality and

(iii) If Indian citizen, the date when he acquired Indian nationality and documentary proof thereof (in duplicate).

In future, the proposal for verification of academic certificate should be accompanied by detailed report on the nationality of the incumbent.

Sd/- P. Bhattacharyya
Assistant Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
WRITERS' BUILDINGS, CALCUTTA-1

No. : 276-Edn (S) / 4A-5/92

Dated, Calcutta, the 13th March, 1992.

From : Shri P. Bhattacharya
Assistant Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.
6, Bhabani Dutta Lane (Top Floor), Calcutta-700 073

Sub. : Appointment of Assistant Teacher in Language Group in High and Junior High Schools.

Ref. : His No. 385-Sc/G dated 22.2.91

The undersigned is directed to say that a sequel to the introduction of revised syllabus in Graduate Level (i.e., B.A., B.Sc., B.Com.) by the Universities in West Bengal an order was issued from this Department under No. 401-Edn (S) dt. 10.4.84 stating that henceforth appointment of Asstt. Teachers in Language Group in Secondary Schools should be made only from amongst the candidates who had among others relevant language subject in his Degree Class. A question has since been raised if candidates who have English/Bengali for 100 marks only can be treated as duly qualified for appointment to the posts of Assistant Teacher for Language Group considering them at par with those studying English/Bengali for 300 marks in terms of the aforesaid order and necessary clarification in this regard has been sought for.

The entire matter has, therefore, been reviewed and the State Government in the Education Deptt. has decided that henceforth selection of Assistant Teachers in any language subject in recognised High and Junior High Schools should be made only from amongst those candidates who had studied the relevant language as a combination subject of at least three hundred marks at the Graduation level. A candidate having studied a language as an additional subject of less than three hundred marks shall not be deemed eligible for appointment as a language teacher.

This cancels G.O. No.: 401-Edn (S) dt. 10.4.84. Cases of appointment of teachers already decided in terms of the existing order shall not be reopened. In

respect of cases where a panel has been prepared but no approval has been granted by the District Inspectors pending clarification, such panel may be approved on the strength of earlier order dt. 10.4.84 and the issue need not be reopened.

The above decision of the Education Department shall take effect from the date of issue of this order.

Sd/- P. Bhattacharya,
Assistant Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL)DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, CALCUTTA-91

No. : 815-SE (S) Dated, Calcutta, the 23rd November, 1994.

M E M O R A N D U M

In has come to the notice of the Government in the Education Department that because of the existing staff pattern in High Schools and Jr. High Schools as prescribed in terms of Government Order No. 772-Edn (S) dated 8.7.74 and No. 670-Edn. (S) dt. 4.9.89 some problems are being faced by the District Inspector of Schools in granting approval of the appointments of organiser teachers with B.Com./M.Com. degrees in the newly recognised/upgraded Jr. High Schools and newly upgraded High Schools (up to Class X level).

The matter has since been carefully examined by the State Government It has been observed that though the appointment of teachers in Secondary Schools having B.Com./M.Com. degree have been generally approved in the past and scales of pay prescribed for such qualifications, the said degrees have now become irrelevant to the present curriculum and syllabus of the Secondary Schools in this State wherein no Commerce stream subject is included as compulsory subject and as such teachers with B. Com./M.Com. degree are now unlikely to be able to impart effective teaching in any compulsory subject in the schools up to Secondary level. With this view of the matter, the State Government is of the opinion that further appointment of B.Com./M.Com. teachers in the Secondary Schools in this State (up to Class X level) will generally go against the interest of the secondary level students.

In the context of the above position, the State Government in the Education Department has decided as follows :

(i) No recognised non-Government aided/sponsored Secondary School/ Madrasah (Jr. High or High) in this State shall, henceforth, be permitted to appoint candidates with B. Com./M.Com. degree to any teaching post on the strength of these degrees. Teachers having B.Com./M.Com. degree may, however, be appointed in a secondary school in normal section within sanctioned strength provided Business Method and Correspondence and/or Book Keeping are/is taught as additional subject in that particular school in the normal section. Teachers with B. Com. (Hons) of M.Com. degree may be

appointed in Higher Secondary Sections of the schools if such schools are permitted to introduce Commerce stream subjects by the West Bengal Council of Higher Secondary Education.

(ii) The appointment of organiser teachers with B. Com/M.Com. degree in the newly recognised/upgraded Jr. High Schools/Jr. High Madrasahs or upgraded High Schools/High Madrasahs (up to ClassX) may be approved provided the appointment of such organiser teacher with B. Com./M.Com. degree has already been made in such school prior to issuance of this order and provided such approval is otherwise admissible as per existing rules/orders.

(iii) Teachers with B.Com./M.Com. degree shall not be precluded from appointment to the posts of Physical Education/Work Education teacher provided they possess requisite academic qualification/ training qualification for the posts.

(iv) The B.Com. (regular honours) M.Com. degrees shall continue to be eligible qualification for appointment to the posts of Headmaster/ Headmistress of recognised High Schools/Higher Secondary Schools/Higher Madrasahs and B.com. (regular Honours or Special Honours)/M.Com. degree shall continue to be eligible qualification for appointment to the posts of Asstt. Headmaster/Asstt. Head- mistress in High Schools/Higher Secondary Schools/High Madrasahs other requirements remaining the same as in force.

All concerned may be instructed/informed accordingly.

Sd/- P.N. Bhaduri,

Joint Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
SECONDARY BRANCH

No. : 865-SE(Secondary) / 10M - 9/94 Dated Calcutta, the 6th December, 1994.

To : The Director of School Education, West Bengal.

Sub. : Conversion of posts of Assistant Teachers from normal section to Higher Secondary Section.

The undersigned is directed to say that the question of coversion of posts of Assistant Teachers from normal Secondary Section to Higher Secondary was under consideration of this Department for sometime past. The Department has observed, with concern, that authorities of many integrated Higher Secondary Schools are finding it hard to run their schools, particularly the Humanities and Commerce Streams of Higher Secondary Sections on account of non-availability of suitable teachers to man such sections. In order that the academic interests of the students of H.S. Sections of these schools could be saved the authorities of many integrated Higher Secondary Schools have approached this department for approval of their proposals for converting posts of teachers of normal Secondary Section to Higher Secondary Section in order to save a subject from being withdrawn as well as to open new sections in Arts/Commerce Stream.

2. In consideration of the needs of such schools and taking into account the fact that such manning of suitable teachers for Higher Secondary Sections of the Schools is necessary in the academic interest of the students, the State Govt. in the Education Department has deceided that the authorities of Integrated Higher Secondary Schools may be permitted to convert the required vacant/filled-up post of the normal Secondary Section to the Higher Secondary Section if it is considered necessary, subject to the following conditions :

(i) If a filled-up post of the Secondary Section is required to be so converted to the Higher Secondary Section the services to the existing incumbent holding the post in the Secondary Section shall be placed in the Higher Secondary Section against the said converted post without any break of service and without requiring further approval of service of the teacher if the teacher was already approved for the normal Secondary Section. No such conversion of a filled-up post along with the services of the existing teacher should be effected without the written consent of the concerned teacher. If there be more than one approved teacher in the normal secondary section of the school aspiring for a converted post in the H.S. Section, preference shall be given to the incumbent having higher academic qualification in the relevant

subject, and if there be more than one aspirant teacher with same qualification preference should be given to the senior most incumbent of them.

(ii) The total sanctioned strength of teachers of the school including the normal and Higher Secondary Sections shall remain the same.

(iii) Recruitment of teachers to such a converted post when vacant shall be made following the existing recruitment rules.

(iv) The teacher holding such converted posts in the H.S. Section, whether transferred from the normal Secondary Section or appointed afresh, shall have to take classes of normal Secondary Section in addition to the allotted classes of the H.S. Section as per the decision of the school authorities within the normal workload as prescribed by the West Bengal Board of Secondary Education/State Govt./any other competent authority.

3. The authorities of the concerned schools should move the respective District Inspector of Schools (Secondary) with their proposal in this regard and the District Inspector of Schools (Secondary) after being satisfied that the proposed conversion will not in any way hamper the studies of the Normal Section may approve the proposal in terms of this Govt. Order.

4. This order takes effect from the date of issue of this order.

5. This cancels this Department's Memo No. 599 Edn (S) dated 10.8.94. All concerned are being infomed.

Sd/- P. Bhattacharyya
Assistant Secretary

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 457-SE (S) / 4A-32/95 Dated, Calcutta, the 21st July, 1995.

From : Shri P.N. Bhadury,
Joint Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhavan, Salt Lake,
Kolkata-700 091

Sub. : Appointment of Staff in Madrasah.

The undersigned is directed to say that in 1985 the State Government in this Department issued an order, vide Memo No. 632-Edn. (S)/4A-24/84, dated 6th April, 1985, where the Government directed to follow in aided schools with the exception that the final approval of the teacher was to be had from the West Bengal Madrasah Education Board.

Thereafter, the situation has changed: Madrasah Education Board has been made a new autonomous body as per the West Bengal Board of Madrasah Education Act, 1994. In the circumstances, it has become imperative to make some changes in the procedure of appointment, as a large number of Madrasahs are aided by the Government.

This issue was under consideration of the Government for some time past. It has now been decided that henceforth the authorities of aided Madrasahs shall follow the procedure of appointment framed, or to be framed by the Directorate of School Education, West Bengal in the matter of appointment of teaching and non-teaching staff of their institutions as is followed in case of appointment in aided non-Government Secondary Schools. The final appointment should be approved either by the Director of School Education or by any Officer authorised by the Director in his/her behalf.

This decision takes immediate effect but past cases may not be re-opened, The Managing Committees, Headmasters, Headmistress and Superintendents of Madrasahs of all types may be informed suitably.

Sd/- P.N. Bhadury,
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 492-SE (S) / 2P-6/90 pt.-1 Dated, Calcutta, the 11th August, 1995.

From : Shri M. Alam
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhavan, Salt Lake,
Kolkata-700 091

Sub. : Regularisation of temporary teaching and non-teaching staff of aided and unaided secondary schools.

The undersigned is directed to say that the G.O. No. 536-Edn (Estc) dated 10th July, 1980 formulating a policy for regularisation of temporary teaching and non-teaching staff of secondary schools particularly aided schools shall henceforth cause to be operative.

Sd/- M. Alam,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 61-SE (S) Dated, Calcutta, the 30th January, 1996.

From : Shri P.N. Bhadury,
Joint Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Recognition of training degrees/diploma/certificates for the purpose of incremental benefits to the teaching posts of aided non-Government Secondary Schools.

Representations have been received from different quarters pointing out difficulties in the drawl of increments due to wrong interpretation of different existing orders of the Government on the subject. It has been stated that trained teachers of aided non-Government Secondary Schools in some cases either are being deprived of incremental benefits or in some cases some benefits, even after drawl, are being deducted, much to the distress of such teachers. All these points have been engaging the attention of the State Government in the Education Department for some time past.

2. After careful consideration of all the aspects involved in the matter, the undersigned is directed by the order of the Governor to say as follows :

(i) All existing teachers of aided non-Government Secondary Schools who acquired the training qualifications as per G.O. No. 1817-Edn (S) dated 11.9.69 irrespective of their groups or appointments, shall be treated as trained teachers for the purpose of incremental benefits only with effect from the date, following the last date of examination, both theoretical and practical, in respect of each of such individual teacher.

(ii) In addition, all existing teachers having B.P.Ed. or Diploma in Home Science or B.Ed. training with work education as method subject from any recognised university shall be eligible for such incremental benefits irrespective of their groups or appointments.

(iii) Any teacher appointed on or after the issue of this Government order shall be allowed annual increments only when the training qualification of the teacher is relevant to his/her subject/group of appointment.

(iv) The G.O. No. 1817-Edn (S) dt. 11.9.69 and any subsequent orders issued on the subject shall stand modified to that extent.

Sd/- P. N. Bhadury,
Joint Secretary.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 359-SE (S) Dated, Calcutta, the 2nd July, 1996.

From : Shri B.R. Bhaduri,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal,
Bikash Bhavan, Salt Lake, Kolkata-700 091

Sub. : Standard of Education of a non-Teaching Staff.

The undersigned is directed to say that the State Government in this Department has decided to maintain the following standard of education among the members of Group C (Clerical) staff and Group D (Peon, Laboratory Attendant, etc.) staff of aided non-Government Educational Institutions which are eligible to get such post (s) :

Group C (Clerical) : Madhyamik or Equivalent with good knowledge in typewriting;

Group D(Peon/Laboratory Attendant/etc.) :

Qualification :

(a) must not be less than VIIIth standard from a recognised School or Madrasah; and

(b) must be able to read and write Bengali/Nepali, as the case may be and English.

The Director of School Education, West Bengal or any officer authorised by him in his behalf is directed not to approve the appointment of any Group C staff or Group D staff having less than the foregoing qualifications.

This decision takes immediate effect but the past cases and the cases where the interviews have already been held may not be re-opened.

He is requested to make suitable provision in the procedure of appointment.

This issues in modifications of memo No. 451-Edn (S) dated 3rd June, 1989 and the memo No. 1102-Edn (S) dated 27th November, 1990 and other orders and circulars concerning the matter.

Sd/-

Joint Secretary

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
BIKASH BHAVAN, SALT LAKE CITY, CALCUTTA-91

Memo No. : 1380 (20) GA Dated, Calcutta, the 27th September, 1996.

From : The Director of School Education, West Bengal.

To : The District Inspector of Schools (SE).

It has come to the notice of the Government that some schools in different districts of West Bengal in complete violation of existing rules and regulations are engaging/appointing some teaching and non-teaching staff on Ad hoc basis. The above practice by those school authorities must be stopped immediately and if any such persons has been engaged or appointed, their services should be immediately dispensed with. It is reminded to all the Managing Committees/ Administrator that any such appointment/engagement in the post of teaching and non-teaching category without taking prior permission from the competent authority and without following recruitment rules and regulations as laid down from time to time will tantamount to gross violation of existing rules and regulations and in such cases Government will have no alternative but to take necessary steps including stoppage of releasing grants in favour of those schools and/or moving for dissolution of those Managing Committees.

It is expected that all Managing Committees will not over-ride or mis-use their powers as conferred to them in case of appointment and it is specifically directed not to engage any teaching and non-teaching staff on any plea without following existing recruitment rules and regulations.

Sd/- A. K. Basu,

Director of School Education, West Bengal.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE CITY, CALCUTTA-91

No. : 391 (4)-SE (Pry) Dated, Calcutta, the 2nd June, 1997.

From : Shri P.N. Kundu,
Officer on Special Duty & Ex Officio Deputy Secretary

To : 1. Director of School Education, West Bengal

2. The Chairman,
Ad hoc Committee,
Dist. Primary School Council, Midnapore
Dist. Midnapore.

3. The Head Teacher,
Rajkumari Santamoyee Girls' School (Pry)
P.O. Tamluk, Dist. Midnapore.

4. Secretary, West Bengal Board of Primary Education.

Sub. : Permission for appointment of Head Teacher & Asstt. Teacher in the primary section of integrated Junior High/High/H.S. Schools.

Ref. : DSE's Memo. No. 265-GA dt. 13.2.97.

With reference to above, the undersigned is directed to say that the District Primary School Council is the competent authority to fill up the vacant posts of Primary Teachers from their approved panel in respect of primary sections of integrated Junior High/High/H.S. Schools.

Sd/-

O.S.D. & Ex Officio Dy. Secy.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 670-SE (S) / IS-14/98 Dated, Calcutta, the 4th September, 1998.

From : Shri A. K. Makar,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Distribution of teaching staff in the recognised non-Government Jr. High School, Jr. High Madrasah, High School High Madrasah and Higher Secondary Schools (Normal Section)

In continuation of this memo no. 772-Edn (S) dt. 8.7.74 and 730-Edn (S) dt 20.7.90 and 670-Edn (S) dt 4.9.90, the undersigned in directed to say that in non-Government Jr. High, Jr. High Madrasah High School and High Madrasah/Higher Secondary (Normal Section) the distribution of staff in different groups shall be followed henceforth in the following manner : —

1. For Jr. High School/Jr. High Madrasah : —

a) Language Group — Two posts (**One Pass degree** and **one Hons./ Master degree**)

b) Science & Mathematics —Two posts (**One Pass degree** and **one Hons./Master degree**)

c) Social Science Group — Two posts (**One Pass degree** and **one Hons./Master degree**)

d) Headmaster/Headmistress will be in any one of the groups. He/She must be having qualifications mentioned in the procedure 14-SE(S) dt. 8.1.98.

2. For High School/High Madrasah/Higher Secondary (Normal Section):—

a) Language Group — Four posts (**Two Pass degree** and **two Hons./ Master degree**)

b) Science & Mathematics — Three posts (**One Pass degree** and **two Hons./Master degree**)

c) Social Science Group — Two posts (**One Pass degree** and **two Hons./ Master degree**)

d) Work Education, Physical Education and Social Service — Two posts — They must be having qualifications as mentioned in the procedure 14-SE(S) dt. 8.1.98.

e) Headmaster/Headmistress —One— He/She msut be having qualifications is mentioned in the procedure 14-SE (S) dt. 8.1.98.

3. For schools having additional teaching posts in any group, distribution of teaching posts for Hons./Master Degree holders shall be **limited to 50% of that group.**

The case of and number of posts in any group the number of posts so arrived may be rouned up to next figure for Hons./Master degree holders & the short fall for pass degree holder in that group is to be adjusted subsequently.

4. This cancels this Dept's G.O. No. 642-SE (S)/File No. - IS-14/98 dt. Kolkata 20th August 1998. All concerned must be informed accordingly.

N.B. Classes for V to X in H.S. Schools are in Normal Section.

Sd/- A. K. Makar,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 1164-SE (S) / 1 'S'-33/99 Dated, Calcutta, the 10th September, 1999.

From : Shri A.K. Makar,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhavan, Salt Lake, 7th Floor, Calcutta-700 091

Sub. : Raising the Maximum age limit for appointment to the non-teaching post of aided Higher Secondary/Secondary/Jr. High School and all types of aided Jr. High & High Madrasahs including Senior Madrasahs.

The undersigned is directed to refer to the Memo No. 2066-GA dt. 27.10.95 regarding procedure for recruitment of teaching and non-teaching staff in non-Government aided Secondary School/Higher Secondary School/Government Sponsored Schools/all types of aided Jr. High and High Madrasahs including Senior Madrasahs, and to say that as the non-teaching posts in aforesaid schools are filled up through direct recruitments in terms of the Memo No. 2066-GA dt. 27.10.95 the maximum age limit for appointment to the post of non-teaching staff in the aforesaid educational institutions has automatically been raised to 37 years from 35 years by adopting the provisions of WBS (Raising of Age Limit) Rules, 1981 read with Finance Deptt. Memo No, 3900-F dt. 19.5.98 for those institutions.

This has the concurrence of the Finance Deptt. vide their U.O. No, P-1842 dt. 16.6.99.

Informed all concerns.

Sd/-

Deputy Secretary

to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

Guidelines for recruitment of Non-Teaching Staff (Librarian, Clerk, Group-D Staff) of Non-Govt. Aided Secondary Schools, Higher Secondary Schools, Govt. Sponsored Schools, D.A. Getting Schools and all types of aided Madrasahs including senior Madrasahs and newly set up Educational Institution at Secondary Level in West Bengal.

Directions :

(a) All appointments of Non-Teaching Staff (Librarian, Clerk, Group-D staff) shall be made with the prior permission of the District Inspector of Schools (S.E.) of the respective District against sanctioned post.

(b) Prior permission shall not be necessary for appointment in vacancies of 4 months or less.

2.(a) Each District Inspector of Schools (S.E.) shall maintain a Roster wherein the names of the wards of the Non-teaching Staff who died in harness leaving the family in extreme financial hardship and in need of immediate financial assistance shall be entered after verification of all relevant records.

(b) The Certificate from the concerned Sabhapati, Panchayet Samity in respect of the Non-teaching Staff who had been residing in the Rural Areas, from the Chairman of the Municipality or concerned Councillor of Corporation as the case may be for the staff who had been residing in Urban Areas and from Chairman of the notified Area Authority for those who had been residing in that area, to the effect that the family or the deceased staff is in extreme financial hardship and is in need of immediate financial assistance will be necessary for consideration of appointment in Death-in-Harness Category.

(c) As per Government Order, the term 'Ward' shall mean the unemployed widow/dependent unemployed son/dependent unemployed and unmarried daughter and dependent unemployed husband in case of a Female Staff and in that order. No choice of the family will be entertained to change the order. In exceptional cases, the order may be changed with the prior permission of the Director of School Education. Only one member of deceased family shall be eligible for appointment subject to the fulfilment of other conditions.

3.(a) When any vacancy occurs against any sanctioned post in any recognised and aided Schools, Madrasahs or/in any set up School/Madrasahs the

management of these Institutions shall approach the D.I.S.(S.E.) for prior permission for taking steps for appointment with relevant papers. D.I. of Schools (S.E.) shall sponsor up to three eligible candidates from the Death-in-Harness Category. If there are such names in the Register, in order to be counted from the date of registration alongwith the prior permission. However, in case of a vacancy arising in a school where a deceased Non-Teaching Staff had been working prior to his/her death the names of the eligible ward of that deceased Non-Teaching Staff is his/her educational qualifications suit shall be sponsored by the D.I. of Schools (S.E.) irrespective of seniority made under the Death-in-Harness Category.

(b) The management of the School shall consider the candidature of the sponsored candidates from Death-in-Harness Category within 30 days from the receipt of the prior permission as per procedure laid down below and prepare a Panel and forward the same to the D.I. of Schools (S.E.) within 15 days of the date of interview. A one-man Panel shall be prepared in case there is only one candidate in the Death-in-Harness Category. If there is no candidate in Death-in-Harness Category, the D.I.(S.E.) shall permit the School to obtain names from the Employment Exchange.

(c) For appointment in short term vacancies of 4 months or less the School shall invite applications through Notice which shall be displayed in the Notice Board of the D.I. of Schools (S.E.)/the Zilla Parishad of the Panchayet Samity, the Municipality/Corporation Notified Area Authority and of the School allowing 15 days time for submission of the applications of the candidates from the date of Notification.

(d) For appointment in temporary vacancies against extra ordinary leave or lien of more than four months but less than 2 years advertisement shall be made in State Level Daily Newspaper with complete Address of the School and other relevant particulars.

(e) For recruitment to any Non-teaching Post academic qualification as per existing G.O. shall be mentioned by the D.I. of Schools (S.E.) in the prior permission.

4.(a) On receipt of the prior permission for the Second stage from the D.I. of Schools (S.E.), the School Authorities shall approach the Local Employment Exchange for sponsoring the names of the Employment Exchange candidates.

(b) Employment Exchange shall mention in the list, the qualification, date of birth, date of registration etc. of the candidates. Names shall be sponsored within 45 days in case of General candidates and 60 days in case of S.C. and S.T. and O.B.C. candidates. If names are not sponsored within the time limit mentioned above the School Authorities may approach the D.I./S(S.E.) who may take up the matter with the Employment Exchange. In case of receipt of Non-availability

Certificate from the Employment Exchange the School may advertise in any State Level Daily Newspaper under intimation to the D.I./S. In the Advertisement, name and full address of the Institution shall be mentioned irrespective of whether the vacancy is permanent or temporary. The reservation rules, in all cases of appointment must be followed strictly.

(c) All D.I.S. (S.E.) shall maintain a Roster to record the names of the qualified eligible approved Non-teaching Staff for the post of Clerk/Librarian and forward their names of eligible candidates for interview alongwith the candidates sponsored by Employment Exchange.

(d) No person shall be selected for appointment unless he/she is a citizen of India and 18 years of age or above. The maximum age limit for appointment in Aided Institution is 37 years and is relaxable in case of S.C./S.T./O.B.C. candidates as per existing Government Orders.

Mode of Selection & Selection Committee
(For newly set-up Educational Institution at Secondary Level).

1. One nominee of the concerned D. I. /S. (S.E)
2. Secretary of the Organising Committee (Organising Committee means Committee formed by the West Bengal Board of Secondary Education/The West Bengal Board of Madrasah Education).
3. One nominee of the Panchayet Samity in the Rural Areas to be nominated by the Sabhapati of Panchayet Samity. In case of Educational Institution at Secondary Level set-up in Corporation, Municipality or Notified Areas, one member of the Organising Committee other than the Secretary to be selected by the Organising Committee.
4. One approved Headmaster/Headmistress of recognised High/Higher Secondary School/High Madrasah under the same Sub-Division to be selected by the Organising Committee.
   He/She will act as External Expert for selection of Clerk & Gr-'D' Staff.

For Selection of Librarian :

Point No. 1 to 4 as above and —

5. For Selection of Librarian external expert shall be selected from Librarian of Govt./Govt. Sponsored/Govt. Recognised Public Library/Departmental Library/Teacher of Library and Information Science having recognised Degree/Diploma from the University and with 5 years Experience.

Mode of Selection & Selection Committee for Recruitment of Librarian, Clerk, Group-D Staff in Non-Govt. Aided Secondary Schools, Higher Secondary Schools, Govt. Sponsored Schools, All types of Aided Madrasahs and Senior Madrasahs other than for set up Schools/Madrasahs.

For the post of Clerk and Gr-'D' Staff :

1. Approved Headmaster/Headmistress/Teacher-in-Charge of the institution.
2. Secretary of the Managing Committee/Ad hoc Committee/ Administrator.

   If the Headmaster and the Secretary of the School are one and the same person, the President of the Committee shall be included as a member.
3. One approved Headmaster/Headmistress of High/Higher Secondary/High Madrasah in the same Sub-Division to be selected by the Managing Committee.
4. One nominee of the Panchayet Samity for School situated in rural areas to be nominated by the Sabhapati, Panchayet Samity. For other areas one member of the M/C to be selected by the M.C. The nominee of the Panchayet Samity however shall not be a member of the Staff of the School.

For Selection of Librarian :

Point No. 1 to 4 as above and —

5. For Selection of Librarian external expert shall be selected from Librarian of Govt./Govt. Sponsored/Govt. Recognised College Public Library/Departmental Library/Teacher of Library and Information Science having recognised Degree/Diploma from the University and with 5 years Experience.

(a) All external Experts mentioned in the foregoing paragraphs shall be selected from the Institutions within the Sub-Division, if not available within the District.

(b) No person who is related to any of the candidates to be interviewed shall be a member of the Selection Committee and in such cases the position of the member of the Selection Committee shall remain vacant. A certificate indicating the actual position in this regard shall be submitted to the D.I. of Schools (S.E.) alongwith every Panel.

(c) All the candidates sponsored by the Employment Exchange shall be called for interview.

If the permission for advertisement is obtained from the District Inspector of Schools and the number of application received through advertisement is more than 10, a preliminary screening may be made on the basis of marks obtained in the Examination as specified in prior permission. A record of receipt of names either through Employment Exchange or through advertisements should be preserved and will remain open for verification by the officers of the Education Directorate/Department.

(d) The candidates shall be called for interview by Registered postcard or Inland letter with A/D with a margin of at least 20 days between the date of posting and the date of interview.

(e) All the candidates who turn up for the interview shall be required by the Selection Committee to record their attendance on a single sheet before the interview. The president of the Selection Committee shall sign on the call letters of each candidate who appear at the interview and a Certificate to this effect shall be furnished to the D.I. of Schools (S.E.) along with every panel.

Allotment of marks :

No marks shall be awarded to the candidate for any academic qualification above the qualification mentioned by the D.I. of Schools (S.E.) in the prior permission. No claim or evidence regarding qualification/age of any candidate shall be accepted after the interview.

Chart showing the allotment of full marks for academic and professional qualification (for Selection of Librarian).

(i)	School Final or its equivalent	10
(ii)	Higher Secondary (XII Class/PU/ Intermediate)	10
(iii)	Old Higher Secondary (XI Class)	10
(iv)	Degree Pass	10
(v)	Recognised Certificate in Library Science	10
	OR	
	Recognised Degree in Library Science	15
	OR	
	Recognised Post-Graduate Diploma in Library Science	20

The marks to be awarded to a candidate for each academic professional qualification shall be computed by multiplying the total marks allotted for the corresponding qualification by the percentage of marks obtained by the candidate in the corresponding academic examination.

(A) For appointment to the Post of Librarian, marks for Academic qualification shall be awarded in the aforenoted manner up to the qualification mentioned in the prior permission in accordance with the prevailing Govt. Orders by the Dist. Inspector of Schools (S.E.). Marks for professional qualification shall also be awarded in the aforesaid manner.

Interview (Full marks) 5

(B) For appointment to the Post of Clerk, marks for

(i) Academic qualification shall be awarded for MP/SF/or its equivalent (Full marks) 10

(ii) Viva voice/Written Test (full marks) 5

(iii) Type-Writing to be tested on the date of interview with stress on accuracy (full marks) 5

(C) For appointment to the Class IV Staff, marks for

(i) Viva voice (full marks) 5

(ii) Reading (full marks) 5

(iii) Writing (full marks) 5

Marks awarded to each candidate in each individuals items shall be recorded separately in the score sheet. Copies of such score sheet in respect of all the candidates appearing in the interview along with the Tabulation Sheet shall be sent to the D.I. of Schools (S.E.) along with the panel.

The total marks awarded to each of the candidates on the items mentioned before shall be computed and panel consisting of 3 candidates in order of merit shall be prepared for submission to the Managing Committee. Panel of less than 3 candidates can be prepared only for the post reserved for S.C. & S.T./OBC candidates provided the names of three or more candidates are not available inspite of all possible efforts.

No second list should be obtained from the Employment Exchange. If two or more candidates for the post of non-teaching Staff secure equal marks, seniority in age shall be counted for giving preference.

Panel should be prepared with average of marks awarded by each of the members of the Selection Committee. If any of the members want to keep his

opinion reserved average marks shall be calculated on the marks awarded by other members.

Panel of short term vacancies and temporary vacancies shall be prepared in the same manner and got approved by the D.I. of Schools (S.E.) before issuing appointment letter.

The Selection Committee after preparing the panel on the date of interview shall submit the same to the Organizing/Managing Committee/ Ad hoc Committee/Administrator. On being examined by the Managing Committee/Ad hoc Committee/Administrator the Panel shall be forwarded to the Dist. Inspector of Schools (S.E.) for approval with all relevant papers within 15 days from the date of interview. Dist. Inspector of Schools (S.E.) shall convey his decision within one month from the date of receipt of the Panel.

On getting approval of the panel the Organising Managing Committee/Ad-hoc Committee/Administrator of the School shall issue appointment letter to the 1st empanelled candidate within 15 days through Registered postcard/Registered Inland Letter. The panel shall remain valid for one year from the date of approval of the panel by the D.I. of Schools (S.E.). If any candidate fails to join within 3 months from the date of receipt of appointment letter or leaves the post within the validity of the Panel, the next empanelled candidate shall be offered appointment. Name of each candidates who do not join within 3 months from the date of receipt of appointment letter shall be struck off from the panel.

Once the date of interview for the post of Non-teaching Staff has been fixed up and communicated to any of the candidates the interview shall not be posponed except under severe emergency or natural calamity and the fact shall be communicated to the Dist. Inspector of Schools (S.E.) forthwith. In all such cases approval of the Dist. Inspector of Schools (S.E.) (but no fresh prior permission) shall be obtained for holding the postponed interview on any other date.

In giving appointment to a staff of another school the appointing authority shall see that the candidate has duly been released by the institution where he/she had been serving. The candidature of the in-service employees shall not be considered if he/she fails to produce no-objection certificate from the Secretary/Administrator as the case may be at the time of interview in the Selection Board.

The School Authority shall submit papers to the Dist. Inspector of Schools (S.E.) for approval of the appointment within 15 days of the joining of the employee and the Dist. Inspector of Schools (S.E.) shall convey his decision within one month. In the approval letter Dist. Inspector of Schools (S.E.) shall

specifically mention the name, qualification, scale of pay period of approval and the nature of vacancy against which the appointment has been made and approved.

In regard to interpretation/explanation of any term expression or clause the decision of Director of School Education, West Bengal shall be final. This order issues in supersession of all previous orders of this date in respect of procedure of recruitment of non-teaching staff of the Institution.

Sd/- A.K. Roy,
Director of School Education,
West Bengal.

Memo No. : 1736 (21) GA Dated, Calcutta, the 1st November, 1999.

Copy forwarded for information, compliance and necessary action to the District Inspector of Schools (SE) Hooghly.

P.O. Chinsurah Dist Hooghly

N. K. Sinha
for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

Memo No. : 1245 (20) G.A. / 4G-14/90 Dated, Calcutta, the 25th July, 2000.

From : The Director of School Education,
West Bengal.

To : The D.I. of School (SE) Nadia.
P.O. Krishnagar
Dist. Nadia

Sub. : Appointment for Group 'D' Staff —

Ref. : Memo. NO. 3E-3 (Nadia)/2000/3145B (B) dt. 12.5.2000 of Dte. of Employment Exchange, West Bengal.

In reference to the above the undersigned has to inform him/her that there is no bar on the part of the school Authority to hold interview of the candidates holding graduate Degree for the post of Group 'D' staff in a non-Govt. aided Secondary school/Madrasha if the said candidate/s is/are duly sponsored by the Employment Exchanges.

For Director of School Education,
West Bengal.

Memo No. : 1245(20) G.A.) Dated, Calcutta, the 25th July, 2000.

Copy forwarded to all the Dist. Inspector of Schools (S.E.) for information and taking necessary action according to aforesaid Govt. order.

Sd/- Illegible.
For Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 257-SE(Pry)/10M-2/2001 Dated, Kolkata, the 20th February, 2001.

From : Shri D. Basu, IAS
Special Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Guidlines for appointment to the posts of Assistant Teachers in the Primary Sections of Integrated Govt. **Sponsored Secondary Schools.**

Ref. : His office No. 1856-GA, dated 20.11.2000.

With reference to the above mentioned subject, the undersigned is directed to say that the appointment to the post of Assistant Teacher in the Primary Section of Integrated Government Sponsored Secondary School may be made by observing the following guidelines : —

(a) All appointments to the post of Assistant Teacher in Primary Section of Integrated Govt. Sponsored Secondary School should be made with the prior approval of the concerned Dist. Inspector of Schools (SE) against sanctioned post(s).

(b) The Managing Committee should form a Selection Committee for selection of Assistant Teacher with the following persons :

1. The President of the Managing Committee;
2. The Headmaster/Headmistress/Teacher-in-Charge of the High/Higher Secondary School.
3. One Guardian Member;
4. One Teacher Representative to be selected by the Managing committee.

If the School runs with the Administrator, the Selection Committee will be consisted of the following members :

1. Administrator.
2. Headmaster/Headmistress/Teacher-in-Charge.
3. One Teacher Representative to be selected by the Teachers.

(c) On receipt of the prior permission from the Dist. Inspector of School the school authority shall approach the Local Employment Exchange for sponsoring names of the candidates. The candidates must not be below 18 years of age and above 37 years and the qualification of the candidate must not be below Madhyamik or its equivalent. Preference may be given to a trained candidate.

(d) All the candidates sponsored by the Employment Exchange should be called to appear in the Selection Board constituted for the purpose through registered post card with A/D with a margin of atleast 15 days between the date of posting the letter and the date of interview. No second list/lists even in continuation of the list should be obtained from the Employment Exchange. A record of receipt of names should be preserved for verification of the Directorate/Dist. Inspector.

(e) All vacancies should be filled up as per Reservation Rules made by the Govt. of West Bengal. No male teacher will be appointed in the school meant for girls. In preparing the Roster for such reservation, all posts of Secondary and Primary shall be taken together.

(f) Selection of candidates will be made on the basis of academic qualification, training and viva. There shall be 50 marks in total as Full Marks out of which 30 marks allotted for academic qualification, 10 marks for training and 10 marks for oral/viva. No marks shall be given to any candidate for the qualification (s) above Madhyamik/equivalent. The percentage of marks to the total full marks obtained by the candidate in Madhyamik/Equivalent shall be computed as percentage of 30/40 as the case may be. The marks awarded in the interview/viva by the members of the selection committee should be made average and be added to academic and training marks of a particular candidate and the panel of three candidates in order of marit shall be prepared for submission to the Managing Committee and the Managing Committee after approving the panel shall forward the same to the concerned D.I.S. (SE) with all relevent papers within 15 days from the date of interview for final approval. On getting approval of the panel which will remain valid for six months from the date of approval by the concerned D.I.S. (SE) the Managing Committee shall issue appointment letter to the first empanelled candidate through registered post.

(g) If any candidate fails to join within one month from the date of receipt of appointment letter or leaves the post within the validity of the panel, the next

empanelled candidate shall be offered appointment with pripr permission of the D.I.S. In the approval letter D.I.S., (SE) shall specially mention the name, qualification, scale of pay, period of approval and nature of vacancy.

Sd/- D. Basu
Special Secretary.

Memo No. : 473(21) GA Dated, Kolkata, the 26th February, 2001.

Copy forwarded for information and necessary action to the District Inspector of Schools (SE). ....
P.O. .... Dist. ....

Sd/- Illegible
For Director of School Education,
West Bengal.

পশ্চিমবঙ্গ সরকার
বিদ্যালয় শিক্ষা বিভাগ
মাধ্যমিক শাখা
বিকাশ ভবন, বিধাননগর, কলকাতা ৭০০ ০৯১

পত্রাংক ৩০২ - বিদ্যালয় শিক্ষা (মাধ্যমিক), তারিখ, কলকাতা ৫ই মার্চ, ২০০১

প্রেরক ঃ শ্রী প্রফুল্ল কুমার ভট্টাচার্য,
সহ-সচিব

প্রাপক ঃ বিদ্যালয় শিক্ষা অধিকর্তা,
পশ্চিমবঙ্গ সরকার

বিষয় ঃ নিম্ন মাধ্যমিক বিদ্যালয়ের ভারপ্রাপ্ত শিক্ষককে মাধ্যমিক বিদ্যালয়ে প্রধান শিক্ষকের পদে নিয়োগ সংক্রান্ত নিয়মাবলী।

উপযুক্ত কর্তৃপক্ষের নির্দেশে বিদ্যালয় শিক্ষা অধিকর্তার বিগত ১৮.১.২০০১ তারিখের ১৪৮ জি. এ. নং চিঠির আলোচ্য বিষয় সম্পর্কে জানানো যাচ্ছে যে নিম্ন মাধ্যমিক বিদ্যালয়ের ভারপ্রাপ্ত শিক্ষকের পদটি পৃথক এবং সাময়িক। কিন্তু প্রধান শিক্ষকের জন্য সুনির্দিষ্ট যোগ্যতার কথা সরকারী আদেশে বলা আছে।

এমন কোন নিম্ন মাধ্যমিক বিদ্যালয় যেখানে নির্দিষ্ট যোগ্যতা-সম্পন্ন প্রধান শিক্ষক আছেন এবং সেই প্রধান শিক্ষকের যদি উচ্চ বিদ্যালয়ের প্রধান শিক্ষকের জন্য নির্ধারিত যোগ্যতা এবং অভিজ্ঞতা থাকে — তাহলে ঐ নিম্ন মাধ্যমিক বিদ্যালয় উচ্চ বিদ্যালয়ে উন্নীত হলে আলোচ্য প্রধান শিক্ষক সদ্য উন্নীত উচ্চ বিদ্যালয়ের প্রধান শিক্ষক হিসাবে বিবেচিত হবেন। যদি ঐ প্রধান শিক্ষকের শিক্ষাগত যোগ্যতা ও অভিজ্ঞতা উচ্চ বিদ্যালয়ের প্রধান শিক্ষকের জন্য নির্ধারিত যোগ্যতা ও অভিজ্ঞতার ঘাটতি থাকে তাহলে তিনি ভারপ্রাপ্ত শিক্ষক হিসাবে উচ্চ বিদ্যালয়ের দায়িত্বে থাকবেন। তিন বৎসরের মধ্যে ঘাটতি পূরণ করতে পারলে প্রধান শিক্ষক পদে জেলা বিদ্যালয় পরিদর্শক (মাঃ শিক্ষা) এর অনুমতিক্রমে অনুমোদিত হবেন।

স্বাঃ প্রফুল্ল ভট্টাচার্য
সহ-সচিব

পত্রাংক ৫৪৭(২০) জি, এ, তারিখ ০৮.৩.২০০১

জেলা বিদ্যালয় পরিদর্শক (মাধ্যমিক) ....
পোঃ .... জ্ঞাতার্থে ও যথাযথ ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হইল।

বিদ্যালয় শিক্ষা অধিকর্তার পক্ষে
পশ্চিমবঙ্গ

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 427-SE(S)/4A-8/2001 Dated, Kolkata, the 27th March, 2001.

From : Shri D. Basu, I.A.S.,
Special Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Pattern of teaching and non-teaching staff in the recognised Non-Govt. Jr. High School.

In partial medification of this Deptt's G.O.No. 670-Edn(S) dated the 4th September, 1990 the undersigned is directed to say that in order to avoid confusion over the appointment of Headmaster/Headmistress in 4-Class Jr. High Schools, the Governor has been pleased to direct that with effect from 1.1.2001 the number of teaching posts admissible to a Junior High School having 4-Classes with only one section in each class shall be as follows : —

4 — Class Junior High School.

Language Group (including 3rd language)	— 2	
Science Group	— 2	(1 Pure Science and 1 Bio-Science)
Social Science Group	— 1	(for History and Geography)
Headmaster/Headmistress	— 1	
Total	: 6	

All concerned may be informed accordingly.

Sd/- D. Basu
Special Secretary.

No. : 667 (20) SC/G Dated, Kolkata, the 10th April, 2001.

Copy forwarded to the District Inspector of Schools (SE), Hooghly P.O. Chinsura, Dist. Hooghly for information with the request to take necessary action as per Govt. order.

Sd/- Illegible

For Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

Guidelines for recruitment of Asstt. Teachers of Recognised Non-Govt. Secondary Schools/Higher Secondary Schools/Govt. Sponsored Schools and all types of aided Madrashas including Sr. Madrashs against leave/lien/deputation vacancies (short term) in terms of notification *No.543-SE(S) dt. 4.4.2001* of the Govt. of West Bengal, School Education Deptt. Secondary Branch.

Directions :

(a) All appointments of Asstt. teachers against lien/deputation leave/vacancies shall be made with prior permission of the Dist. Inspector of Schools (SE) of the respective district against sanctioned post;

(b) Prior permission shall not be necessary for appointment in vacancies of 4 months duration or less.

(c) For appointment of Asstt. teachers in short term vacancies of 4 months duration or less the Managing Committee/Adhoc Committee/Administrator shall invite application through public notice board to the concerned School, Concerned office of Dist. Inspector of Schools (SE) Block Development office, office of Sabhapati of the Panchayet Samity, Sabhadipati of zilla parishad. In case of appointment of Asstt. Teachers in deputation/leave/for lien of more than 4 months duration advertisement in the State Level Daily Newspaper should be made by the School Authority. In all cases Notification/Advertisement should be made with the following particulars: —

a) Name of the School with address

b) Name of Short term vacant post

c) Nature of such vacancies with period

d) Category of post (Gen/SC/ST/OBC)

e) Required academic and professional qualification for the post.

f) Other particulars relevant for filling up such vacancies.

g) Last date of submission of application (Not applicable in short term vacancies of duration of 4 months or less).

h) Date and time of interview to be mentioned in case of short trem vacancies of 4 months duration or less.

For all cases — the Managing Committee should form a Selection Committee for selection of Asstt. Teachers with the following persons : —

a) Secretary

b) Headmaster/Headmistress/Teacher-in-Charge/Superintendent.

c) External Expert.

d) One Teacher representative to be selected by the Managing Committee of the Institution.

If the Head of the Institution and Secretary are one and same person, the President of the Managing Committee shall be included as a member. The Selection Committee shall elect one of the members as President of the Selection Committee but he will have no power of casting vote.

If the School runs with Administrator the Selection Committee will consist of the following persons : —

a) Administrator.

b) Headmaster/Headmistress/Teacher-in-charge.

c) External Expert,

d) One Teacher Representative to be selected by the teachers.

The candidates applying for the post of teacher must not be below 20 years of age and the maximum age limit is 37 years. Above 37 years relaxation of age will be granted in case of SC/ST/OBC candidates as per rules. There must be a margin of atleast 10 Calander days in case of filling up vacancies for more than 4 months between the date of advertisement of vacancies and the last date of receipt of application by the Institution.

The candidates shall be called to appear for Selection in the Selection Board constituted for this purpose through Registered Post Card with A.D. with a margin of atleast 15 days between the date of posting letter and the date of interview in case of vacancies of Lien/Deputation vacancies for more than 4 months. A record of receipt of names should be preserved for verification of the Directorate and District Inspector of Schools.

All vacancies should be filled up as per reservation rules made by the Govt. of West Bengal.

No Male teacher will be appointed in the School meant for Girls. All the time of according Prior Permission for filling up the vacancy of the teaching staff against Lien/Deputation vacancies the D.I/S shall mention specific qualification/teaching subject/group as the case may be as per Staff Pattern Prescribed in G.A. Rules.

For Selection of Physical Education teacher, external expert shall be a professor/lecturer of physical Education training college/qualified approved asstt. teacher of physical Education having 5 years teaching experience of a Aided High, Higher Secondary Institutions.

For Selection of a Teacher of Work Education, External Expert shall be selected from the Lecturer of P.G.B.T. College or B.T./B.Ed. College where Work Education is taught as a subject/qualified approved Assistant Teacher of Work Education having at least 5 years approved teaching experience of a Aided High or Higher Secondary Schools.

External Expert for other subjects shall be selected from the Professor/Lecturer of the College in the relevant subject/approved Asstt. Teacher of the subject of Aided High and Higher Secondary Institution having 5 years approved teaching experience in the relevant field.

For selection of Asstt. Teachers with MM/MF/MU and Fazil in Senior Madrasahs an approved Asstt. Teacher with MM/MF/MU of a recognised Aided Senior Madrasahs/High Madrasahas having atleast 5 years approved teaching experience in the relevant field shall be selected as an External Expert.

As for selection of External Expert partaining to Asstt. Teacher of General Subjects to be appointed for teaching General Subject in Sr. Madrasahs the mode of selection will be the same as communicated for recruitment of Teaching Staff of Non-Govt. Secondary Schools.

All External Experts mentioned in the foregoing paragraphs shall be selected from the Institution within the same Sub-Division. Educational and professional qualification of an expert shall not be below the qualification as mentioned in the Notification/Advertisement of such post.

No person who is related to any of the candidates to be interviewed shall be a member of the Selection Committee and in such case the position of that member in the Selection Committee shall remain vacant. A Certificate indicating the actual position in this regard shall be submitted to the District Inspector of Schools (S.E.) alongwith the Panel.

If the number of applications is received more than 10 Candidates through Advertisement a preliminary screening should be made on the basis of marks obtained in different examination in the norms prescribed in Annexure — 1, 2, 3, 4 & 5 by a team consisting of Secretary/Administrator, Head of the Institution, Teacher Representative in the Selection Committee.

No marks shall be awarded to the candidates for any Academic or Training/Professional Qualification above the qualification mentioned in the Notification/Advertisement of such vacancies.

No claim or evidence regarding qualification or age of any candidates shall be accepted after the interview.

Panel consisting of three candidates in order of merit shall be prepared by the Selection Committee as per marks alloted in Annexture — 1, 2, 3, 4 & 5 for submissions to the Managing Committee. The Managing Committee after approving the Panel will forward the same to the Dist. Inspector of Schools (S.E.) for approval within 10 days. In case of S.C./S.T. candidates, one man panel may be approved of in spite of best efforts sufficient S.C./S.T. candidates could not be obtained. Panel shall be prepared with average of marks awarded by each of the members of the Selection Committee. If any of the members want to keep his opinion resumed, result/average shall be calculated on the marks awarded by other members. On receipt of approved panel by the Managing Committee, the District Inspector of Schools should approve the same within 7 days in consideration of the academic interest of the Institution. On receipt of the approved panel from the Dist. Inspector of Schools, the School Authority should take immediate steps for appointment of teachers from the approved panel strictly maintaining the Serial No. of the Panel. The Panel should be valid for 1 (One) month in case of Short Term Vacancies meant for less than 4 months and 6 months for the rest.

In the approval letter, the District Inspector of Schools shall specifically mention the name, qualification; scale of pay, period of approved, nature of vacancies & Group. In no case should the concerned incumbent be allowed to continue beyond the period for which his/her approval was accorded.

Vacancies must be filled up by the candidates possessing the same qualification of the candidates of the same group who is on Leave/on Deputation/Lien etc...

As per Rules no recruitment should be made for any vacancy, duration of which is less than 1 (one) month.

In regard to the intrepretation/explanation of any term expression or clause, the decision of Director of School Education shall be final.

This order will take an immediate effect.

Sd/- A.K. Roy,
Director of School Education,
West Bengal.

Memo No. : 2256/1(21) GA Dated, Kolkata, the 14th September, 2001.

Copy forwarded for information, compliance and necessary action to the District Inspector of Schools (S.E.), ……………………………………………, P.O. ……………………………………, Dist……………………………………,

Sd/- Illegible

Dy. Director of School Education,

(G.A.) West Bengal.

Annexure-1

TABLE

(Post meant for Teacher in Pass Graduate : Marks : 20 + Interview 10 marks = Total 30 marks.

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	School Final/ Madhyamik or itsequivalent/ Alim.	4	4	3	2	(Alim, Fazil, Kamil, M.M. etc.shall be considered as admissible qualifications for teaching posts in Madrasah)
2.	Higher Secondary (+2 stage) Pre-University/ Intermediate/ University/ Entrance/Fazil for Jr. High Madrasahs.	4	4	3	2	
3.	Old H.S. (W.B. Sl. 1 and Sl. 2 or Sl. 3).	8	8	6	4	
4.	Bachelor's Degree in Pass Course or Kamil or M.M. (M.F. old course)	8	8	6	4	
			60% and above	45% above below 60%	below 45%	

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
5.	Degree in Deploma in Teachers Trg. (B.T./B.Ed./ P.G.B.T./D.G.B.T. or its equivalent.)	4	4	3	2	
6.	**Interview : —**					
	a) Viva-voce (Full Marks)	5				
	b) Demonstration In class-room situation (Full Marks)	5				

Sd/- A.K. Roy,
Director of School Education,
West Bengal.

Annexure-2

TABLE

(Post meant for Teacher : Hons./Post Graduate; Full marks : 20 + Interview 10 marks = Total 30 marks.

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	School Final/ Madhyamik or its equivalent/Alim.	4	4	3	2	
2.	H.S. (+2stage)	4	4	3	2	
	P.U./ U.E./Intermediate/ Fazil or old H.S.	8	8	6	4	
3.	Hons.Graduate (Regular)	4	4	3	2	(4 marks for 1st Class,3 marks for 2nd Class & 2 marks for Spl.Hons. Condensed Hons./ proficiency certificate holder)
4.	Pass Graduate Kamil, M.M./M.P. (old course)	1 mark (fixed)				
5.	Post Graduate Degree	4	4	3	2	
6.	Degree or Diploma in Teachers' Trg. (B.T./B.Ed./ P.G.B.T./P.G.T. or its equivalent).	4	4	3	2	
13.	**Interview : —**					
	a) Viva-voce (Full Marks)	5				
	b) Demonstration In classroom situation (Full Marks)	5				

(Note : Holders of Degree with Spl. Hons./Condensed Hons./ approved proficiency course shall not be allotted any additional mark for their Pass Course Degree).

Annexure-3

TABLE

(Post meant for Teacher in Work Education : Marks : 20 + Interview 10 marks = Total 30 marks.

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	School Final/ Madhyamik or its equivalent.	4	4	3	2	
2.	H.S. (+2stage)/ Intermediate/P.U. or its equivalent.	4	4	3	2	
3.	H.S. (Old course)	8	8	6	4	
4.	Pass Graduate	8	8	6	4	
			60% and above	45% and above/ below 60%	Below 45%	
5.	P.G.B.T. or B.Ed. with Work Education as Method subject.	4	4	3	2	
6.	Technical Degree	12	12	9	6	
	or Diplomas (such as L.C.E./L.M.E. etc) Plus marks as on M.P.& H.S. stage or its equivalent.	12	12	9	6	
			70% and abvoe	55% above below 75%	below 55%	
7.	B.Sc. in Agriculture plus marks as on M.P. & H.S. stage or its equivalent.	12	12	9	6	
8.	B.Sc. from recognised University plus marksas on M.P. & H.S. stage or its equivalent.	12	12	9	6	

Sl.No.	Examination	Full marks	Marks to be awarded for 1st Divn. Class.	2nd Divn. Class.	Others	Remarks
9.	Degree or Diploma in Arts & Crafts (5 years course) plus marks as on M.P. & H.S. stage or its equivalent	12	12	9	6	
10.	Degree in HOme Science	12	12	9	6	
11.	Tailoring/Lady Brabourne/Needle work/Diploma or other Craft plus marks on Pass Graduate level.	4	4	3	2	
12.	Music plus marks on M.P. & H.S. stage or its equivalent.	12	12	9	6	
			75% and abvoe	55% above below 75%	below 55%	
13.	**Interview : —**					
	a) Viva-voce (F.M.)	5				
	b) Demonstration (F.M.) In class room situation	5				

TABLE

Annexure-4

(Post meant for Teacher in Physical Education : Marks : 20 + Interview 10 marks = Total 30 marks.

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	School Final/ Madhyamik or its equivalent.	4	4	3	2	
2.	H.S. (+2 stage)/ Intermediate /P.U./ U.E. or its equivalent or	4	4	3	2	
	H.S. (Old Course)	8	8	6	4	
3.	Bachelor Degree in Pass Course	8	8	6	4	
			60% and abvoe	45% above below 60%	below 45%	
4.	Diploma in Phisical Education	4	4	3	2	
5.	Graduate in Phy. Trg. Edn. from recogn. University 3 years. course after completion of H.S. (2+ stages) or its equivalent plus marks on M. P. & H.S. or its quivalent.	12	8	6	4	
			60% and abvoe	45% and above below 60%	below 45%	
6.	**Interview : —**					
	a) Viva-voce (F.M.)	5				
	b) Demonstration (F.M.) In class room situation	5				

T A B L E Annexure-5

(Post meant for Teacher in Senior Madrasah; Full marks : 20 + Interview 10 marks = Total 30 marks.

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	Alim	4	4	3	2	
2.	Fazil	4	4	3	2	
3.	M.M./M.F./M.U. (old course) or Kamil.	12	12	9	6	
			75% and above	55% and above below 75%	Below 55%	

Mumtazul Mauddas in - M.M.
" Foqua - M.F.
" Udeba - M.U.

4. **Interview : —**

a)	Viva-voce (F.M.)	5
b)	Demonstration (F.M.) In class room situation	5

Sd/- A.K. Roy,
Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DIRECTORATE
(GRANT-IN-AID SECTION)
BIKASH BHAVAN (7TH FLOOR), SALT LAKE CITY,
KOLKATA-700 091

No. : 1628-GA / OM-18/2001 Dated, Kolkata, the 10th July, 2002.

Guidelines for recruitment of Assistant Headmaster/Assistant Headmistress of Recognised Aided Non-Govt. Secondary Schools/Higher Secondary Schools, Govt. Sponsored School and all types of Recognised & Aided Madrasahs in terms of Notification No. 151-L dated 25.01.2002 and Notification No. 811-SE(S) dated 17.06.2002, Published in Kolkata Gazette

Directions :

The post of Assistant Headmaster/Assistant Headmistress shall be filled-up by the Managing Committee/Ad-hoc Committee/Administrator from amongst the sanctioned strength of the teaching staff with prior permission of the Dist. Inspector of Schools (Secondary Education) of the respective district against a sanctioned post.

2. Headmaster or Headmistress or Teacher-in-Charge as the case may be as directed by the School Authority, after receiving of prior permission from the Dist. Inspector of schools (SE) for filling up of the post of Assistant Headmaster/Assistant Headmistress, shall notify and collect applications of such approved and willing teacher (s) of his/her Institution, who are (a) Graduates with Honours including Special Hons. or holding Masters Degree with 'two years' course and having 5 (five) years' teaching experience in a high/higher secondary institution. 'Approved' means having service in an educational institution recognised by the West Bengal Board of Secondary Education (W.B.B.S.E.)/West Bengal Council of higher Secondary Education (W.B.C.H.S.E.)/West Bengal Madrasah Education Board (W.B.M.E.B.) and duly approved by the Dist. Inspector of Schools (SE) of the concerned district and (b) holding Regular B.T./B.Ed./P.G.B.T. degree/Diploma Certificate.

3. A) The School Authority shall form a Selection Committee for selection of Assistant Headmaster/Assistant Headmistress with the following persons : —

a) Secretary of the Managing Committee / Ad-hoc Committee Administrator of the concerned Institution, if the Headmaster/

Headmistress and the secretary of the school are one and the same person, the President of the Committee shall be included as a Member.

b) The Headmaster/Headmistress/Teacher-in-Charge/Superintendent of the concerned institution.

c) One Teachers' Representative to be selected by the Managing Committee; in case of Govt. Sponsored Schools where there is no Teachers' Representative in the Managing Committee, one of the approved Assistant Teachers of the School to be selected by the Managing Committee. In Schools having Administrator/Ad-hoc Committee, Teachers' Representative shall be selected by the Teaching staff in a meeting convened by the Head of the Institution.

d) One nominee of the Panchayet Samity for institution situated in Rural Area to be nominated by the Sabhapati, for other areas, one Member of the Managing Committee other than representative of the Teachers or Non-Teaching staff to be selected by the Managing Committee. The nominee of the Panchayet Samity, however, shall not be a member of the staff of that school.

e) EXTERNAL EXPERT : — An approved Head of a Recognised High and Higher Secondary School/High Madrasah having at least 5 years' continuous teaching experience as Head of the said Institution situated within the Sub-Division where the school is situated.

In case of Municipality/Corporation-managed Non-Govt. Recognised School having no individual Managing Committee and managed by the Corporation/Municipality centrally will form a Selection Committee with the following members : —

a) H.M. of the School, (b) Subject Expert, (c) One of the representatives from the Teachers to be selected by the teachers, (d) One nominee of the D.I. (SE), (e) One nominee of the Corporation/Municipality.

3. B) 1) The Selection Committee shall elect one of the Members as President of the Selection Committee, but he/she will have no power of a casting vote.

2) No person who is related to any of the candidates to be interviewed shall be a member of the Selection Committee; in such case, the position of that members of the Selection Committee shall remain vacant.

3) All the candidates for interview shall be required by the Selection Committee to record their attendance before the interview.

3. C) The Selection Committee shall select the candidates in the following manner : —

a) Academic qualifications including professional qualifications — 30 Marks as in Annexure 'A'.

b) Experience : — 5 marks : for experience of 5 years or above, but less than 10 years — 2 Marks, for experience of 10 years or above, but less than 15 years — 3 Marks, for experience of 15 years or abvoe, but less than 20 years — 4 Marks and for experience of 20 years and above — 5 Marks.

c) Personality Test : (interview) — 5 Marks.

3. D) A panel shall be prepared with average of marks awarded by each of the Members of the Selection Committee in his/her individual score-sheet with signature. If any of the members wants to keep his/her opinion reserved, he/she shall submit a blank sheet containing names etc. of the candidates and duly signed by him/her and average shall be calculated on the marks awarded by other members. The Panel shall be prepared in presence of at least 3 (three) Members out of 5 (five) Members of the Selection Committee and the panel should be signed by all these Members.

3. E) The Selection Committee after preparing the Panel on the date of interview shall submit the same to the Managing Committee/Ad-hoc Committee/Administrator. The Managing Committee/Ad-hoc Committee/ Administrator shall examine the panel and forward a panel of 3 (three) candidates according to their positions to the District Inspector of Schools (SE) for approval alongwith all relevant papers within 15 days from the date of interview. The Dist. Inspector of Schools (SE) shall convey his decision within 1 (one) month from the date of receipt of the panel from the Managing Committee/Ad-hoc Committee/Administrator.

A panel of less than three candidates may be prepared provided three or more candidates are not available. If two or more candidates secure equal marks, preference shall be given to the academically better candidate.

4. On getting approval of the panel, the Managing Committee/Ad-hoc Committee/Administrator of the school shall issue appointment letter to the first empanelled candidate within 15 days through Registered post. The panel shall remain valid for three months from the date of approval of the panel by the Dist. Inspector of Schools (SE). If any candidate fails to join within 1 month from the date of receipt of the appointment letter or leaves the post within the period of valididty of the panel, the next empanelled candidate shall be offered appointment. Name of such candidate who does not join within the given time shall be struck off from the panel.

5. Once the date of interview for the post of Asstt. Headmaster/Asstt. Headmistress has been fixed up and communicated to any of the candidates, the interview shall not be postponed except under severe emergency or natural calamity and the fact shall be communicated to the Dist. Inspector of Schools (SE) forthwith. In all such cases, approval of the Dist. Inspector of Schools (SE) (but no fresh prior permission) shall be obtained for holding the postponed interview on any other date.

6. The School Authority shall submit papers to the D.I. of Schools (SE) for approval of the appointment as Asstt. Headmaster/Assistant Headmistress within 15 days of the joining of the employee and the D.I. of Schools (SE) shall convey his decision within one month thereafter. In the approval letter, D.I. of Schools (SE) shall specifically mention the name, qualifications, scale of pay, period of approval, group and the nature of vacancy against which the appointment has been made and approved.

7. In regard to interpretation / explanation of any term, expression or clause, the decision of Director of School Education, West Bengal, shall be final.

This order will take an immediate effect.

Sd/- S. Som
Director of School Education,
West Bengal.

No. : 1628/1(21)–GA Dated, Kolkata, the 10th July, 2002.

Copy forwarded for information, compliance and necessary action to : — the District Inspector of Schools (S.E.), ..., P.O. ...., Dist.....................................

Dy. Director of School Education (GA),
West Bengal.

ANNEXURE-'A' to Memo No. 1628-GA dated 10th July, 2002.

Sl.No.	Name of the Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn./ Class.	2nd Divn./ Class.	Others	
1.	School Final/ Madhyamik or its equivalent.	5	5	4	3	—
2.	H.S. (+ 2 stage)/ P.U./U.E./ Intermediate/	5	5	4	3	
	Fazil/ old H.S.	10	10	8	6	2 marks for Pass Graduate.
3.	Hons. Graduate (Regular)	7	7	6	4	
4.	Post Graduate Degree	8	8	7	5	
5.	Degree or Diploma in Teachers' Training (B.T./B/Ed./P.G.B.T./ P.G.T. or its equivalent)	5	5	4	3	

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DIRECTORATE
GRANT-IN-AID SECTION (7TH FLOOR)
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 999/GA Dated, Kolkata, the 30th April, 2003.

Sub. : Guidelines for recruitment of Asstt. Headmaster/ Asst. Headmistress of Recognised Aided Non-Govt. Secondary Schools/H.S. Schools/Govt. Sponsored Schools and all types of recognised and aided Madrashas in terms of Notification No. 811-SE (S) dated 25.1.2002 and Notification No. 811-SE (S) dated 17.6.2002 publised in Kolkata Gazette.

Ref. : Memo No. 1628–GA dated 10.07.2002

CORRIGENDUM

In this Directorate's Memo no. 1628–GA dt. 10.7.02 on the above mentioned subject at Page-2 in Sl. No. C(a) marks have been wrongly recorded in Annexue 'A' in Sl. No. 3. The awarding of marks should be as follows :

Name of Examination	Marks to be awarded for		
Graduate	1st Div/Class	2nd Div./Class	Others
a) Graduate (Regular Hons.)	7	6	–
b) Graduate (Special/– Condensed Hons.)	–		4
c) Graduate (Pass)	–	–	2

The rest portion of the said Memo will remain unchanged.

All concerned be informed accordingly.

Sd/- S. Som
Director of School Education
West Bengal.

No. : 999–GA/1(22) Dated, Kolkata, the 30th April, 2003.

Copy forwarded for information, compliance and necessary action to : — The District Inspector of Schools (S.E.)/ ADI (SE) ...., P.O. ...., Dist....................................

Sd/- Illegible.
for Director of School Education
West Bengal.

S.K.C./30.4.03

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT

Guidelines for recruitment of Part-time Asstt. Teachers of Recognised Non-Govt. Higher Secondary Schools/Madrashas in terms of Govt. *Order No. 1253-SE(S)* dated 09.09.2002 of School Education Deptt. (Secondary Branch) Govt. of West Bengal published by Authority in Kolkata Gazette dated 09.09.2002.

1) All appointments shall be made strictly according to this guideline and against such part-time teaching posts only which have been sanctioned by the School Education Department.

2) No prior permission shall be necessary against such sanctioned posts. All appointment should be on contractual basis.

3) Managing Committee / Ad-hoc Committee / Administrator shall invite applications through Public Notice to be displayed on the Notice Board of the concerned School, office of the D.I. of Schools (SE) and any two of the follwoing offices — S.D.O., B.D.O., Employment Exchange, Municipality, Post Office, Panchyet Samity, Zilla parishad.

All notifications should be made with the following particulars at least 30 days before the date of interview : —

i) Name of the School with address;

ii) Name of the post;

iii) Nature of vacancy with period (Temporary for the period from .... to ....)

iv) Nature of appointment;

v) Essential qualifications;

vi) Other particulars relevant for filling up such vacancies;

vii) Last date of submission of application;

viii) Date, time and place of interview.

4) Eligibility of candidates : —

i) No person shall be selected for appointment unless he/she is citizen of India and 20 years of age or above.

ii) Hons. Graduate/Post Graduate of recognised University in the subject in which the post was sanctioned by the Government.

For all cases—the Managing Committee shall form a Selection Committee for selection of Part-time Asstt. Teachers with the following persons : —

Selection Committee :

a) Secretary of the School

b) Headmaster/Headmistress.

c) External Expert.

d) One Teacher representative to be selected by the teachers.

e) One nominee of the local Panchayet Samity for School situated in rural areas to be nominated by the Sabhapati of the Panchayet. Samity for other areas, another approved teacher of the School other than Teachers Representative to be selected by the S/A (specialised in relevant subject).

If the Headmaster/Headmistress (specialized in relevant subject) and Secretary of the School are one and the same person, the President of the Managing Committee shall be included as a member.

5) An External subject expert to be selected by the Managing Committee. The external expert shall be selected from amongst the College Professors / Lecturers in the relevant subject, approved Asstt. Teachers of the subject working in recognised Higher Secondary Schools having at least 5 years' approved teaching experience in the relevant field, such recognised Higher Secondary school being other than the school concerned.

6) Education / professional qualifications of an External Expert shall not be below the required qualififcations mentioned in the public notice for recruitment by the School Authority.

7) No person who is related to any of the candidates to be interviewed shall be a member of the Selection Committee and in such case the position of the members of the Selection Committee shall remain vacant.

8) The Selection Committee shall elect one of the members as the President of the Selection Committee, but the President shall have no power for casting vote.

9) All the candidates shall be called for interview. If the number of applications received exceeds 10, a preliminary screening may be made on the basis of marks obtained in different examinations, in the norms prescribed in

Para 13 by a team consisting of the Secretary / Administrator, Head of the Institution and Teachers' Representative on the Selection Committee. A record of names and other particulars of applicant should be preserved and will remain open for verification by the officers of School Education Deptt.

10) The candidates shall be called for interview by Registered Postcard or inland letter with A/D with a margin of atleast 15 days between the date of posting and the date of interview.

All candidates who turn up for the interview shall be required by the Selection Committee to record their attendance on the single sheet before the interview.

The President of the Selection Committee shall sign on the call-letters of each candidate who will appear at the interview.

11) Once the date of interview for any vacancy has been fixed and communicated to any of the candidates the interview shall not be postponed except under any sever emergency or natural calamity. Out of five members of the Selection Committee, at least three members including the external expert shall be present on the date of interview.

12) **Allotment of marks :**

a) No marks shall be awarded to the candidate for any Academic or Training/Professional Qualification above the required qualifications mentioned in the recruitment notice. No claim or evidence regarding qualifications or age of any candidate shall be acceptable after the interview is over.

13) The following is the allotment of full marks for academic and training / professional qualifications : —

i) School Final or Equivalent	...	10	marks
ii) Higher Secondary (Class XII/ PU/Intermediate)	...	10	"
iii) Old Higher Secondary	...	20	"
iv) (A) Honours Degree	...	20	"
(B) (a) Spl. Hons./condens Hons.	...	10	"
(b) Pass Graduate	...	10	"
v) Post Graduate Degree	...	20	"
vi) Training (BT, B.ED/PGBT)	...	10	"

14) Marks to be awarded to the candidates by the Selection Committee.

I) For each academic and training / professional qualification as mentioned in the recruitment notice, marks to be computed in the manner as prescribed in para (15).

II) Interview (Full Marks) ... 10

15) **Computation Marks : —** percentage of marks obtained by the candidate in different examinations to the total full marks of those examinations shall be computed and recorded in the score sheet. The marks to be awarded to a candidate for each academic or training professional qualification shall be computed by multiplying the total marks allotted for the corresponding qualification by the percentage of marks obtained by the candidate in the corresponding examination.

16) **Preparation of panel : —** (a) Marks awarded to each candidate in each individual items shall be recorded separately in the score sheet. Copies of such score sheet in respect of all the candidates appearing at the interview along with the Tabulation sheet shall be kept in the school.

(b) The total marks awarded to each of the candidates on items mentioned before shall be computed and a panel consisting of maximum 3 candidates in order of merit shall be prepared for submission to the Managing Committee/Administrator/Ad-hoc committee.

(c) If two or more candidates secure equal marks preference shall be given to the academically better candidate, as revealed by the total score on the academic and training / professional qualification.

(d) The score on account of academic and training/professional qualification and average of marks awarded by each of the member of the Selection Committee on interview shall be taken for preparation of the panel. There will be two sets of score-sheets-one set of score sheets for individual members and the other is a combined score sheet; in the latter average of the marks on interview shall be put and total score computed and panel position indicated and signed by all members present. If any of the members want to keep his / her option reserved, average shall be calculated on marks awarded by the other members.

(e) The Selection Committee shall prepare the panel on the date of interview and submit the same to the Managing Committee / Ad-hoc Committee / Administrator for examination and approval by the M.C. / Administrator.

(f) On getting approval of the panel, the Secretary of the Managing Committee / Ad-hoc Committee or Administrator of the School shall issue appointment letter to the 1st empanelled candidate within 7 days through Registered Post Card/Registered Inland letter with A/D. If any candidate fails to join within 15 days from the date of receipt of appointment letter or leaves the post within the validity of the panel, the next empanelled candidate shall be offered appointment. Name of such candidate who does not join within 15 days from the date of receipt of appointment letter shall be struck off from the panel.

(g) Appointment to the candidate shall be purely on temporary and contractual basis and for a period of 1 (one) year. Before issuing the appointment letter the contract paper in the proforma to be prescribed shall be signed by the candidate and the school authrotity.

17) **Validity of the Panel : —** An approved panel shall remain valid for one year from the date of approval of the M.C. / Ad-hoc Committee / Administrator.

18) **Interpretation : —** In regard to interpretation/explanation of any term expression or clause, the decision of the Director of School Education, West Bengal shall be final.

Sd/- S. Som

Director of School Education,
West Bengal.

Memo No. : 2352(30)–GA Dated, Kolkata, the 24th September, 2002.

Copy forwarded for information to :

1) The Principal Secretary, School Education Department,
Bikash Bhavan (6th floor), Salt Lake City, Kolkata 700 091.

2) The Joint Director of School Education, ...

3) The Dy. Director of School Education, ...

4) The District Inspector of Schools (S.E.), ...
P.O. ....Dist ....,

for information and necessary action.

for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DIRECTORATE
GRANT-IN-AID SECTION (7TH FLOOR)
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 1034–GA Dated, Kolkata, the 6th May, 2003.

Sub. : Guidelines for recruitment of Part-time Asstt. Teachers in Recognised Non-Govt. Higher Secondary Schools/ Madrashas in terms of Govt. *Order No. 1253-SE(S)* dated 09.09.2002 of School Education Deptt. (Secondary Branch) Govt. of West Bengal published by Authority in Kolkata Gazette dated 09.09.2002.

Ref. : Memo No. 2352(30)–GA dated 24.09.2002.

CORRIGENDUM

In this Directorate's Memo no. 2352(30)–GA dt. 24.09.2002 on the above mentioned subject at Page-1 in Sl. No. 4(e) under the heading 'Selection Committee' should be read as follows : —

"One nominee of the local Panchayet Samity for School situated in rural areas to be nominated by the Sabhapati of the Panchayet Samity, for other areas another approved teacher of the school other than teachers Representative to be selected by the School Authority (preferably specialised in the relevant subject)".

In place of

"One nominee of the local Panchayet Samity for School situated in rural areas to be nominated by the Sabhapati of the Panchayet Samity, for other areas another approved teacher of the school to be selected by the Administrator.

The rest portion of the said Memo will remain unchanged.

All concerned be informed accordingly.

Sd/- Illegible.

for Director of School Education,
West Bengal.

Memo No. : 1034/1(4)–GA Dated, Kolkata, the 6th May, 2003.

Copy forwarded for information and necessary action to :

1) The Principal Secretary, School Education Department, Bikash Bhavan (6th floor), Salt Lake City, Kolkata 700 091.

2) The Joint Director of School Education, ...

3) The Dy. Director of School Education, ...

4) The District Inspector of Schools (S.E.)/Addl. D.I./S (S.E.) .... P.O. ....Dist...................................., for information and necessary action.

Sd./- Illegible.

for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No : 97-SE(S)/4A-6/2000 Dated Kolkata, the 21st January, 2003.

From : Shri T.K. Bose,
Principal Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Appointment of teaching and non-teaching employees of recognized non-Govt. Junior High / Secondary / Higher Secondary Schools/Madrasahs. .

Consequent upon constitution of the School Service Commission in pursuance of the West Bengal School Service Commission Act, 1997, recruitment of qualified teachers through the Regional School Service Commission started with effect from November, 1997 in terms of the Rules and procedures framed under the said Act of 1997, with a view to impart quality education to the students of the State of West Bengal studying in the aforenoted education institutions.

2. Prior to that, Govt. in the Education Department, Secondary Branch, in terms of Memo no. 553-Edn (S) dt. 26.4.78, in order to avoid setting up of academically non-viable educational institution and in order to avoid unnecessary financial burden on state exchequer, discouraged organization of spontaneous and voluntary schools and expressed that the schools might be started only under the instructions from the Government or from the Board of Secondary Education, West Bengal.

3. Guidelines have also been framed afresh for recruitment of non-teaching staff (librarian, clerk, Gr. D Staff) of non-Govt. aided Secondary Schools, Higher Secondary Schools, Govt. sponsored Schools, D.A. getting schools and all types of aided Madrasahs including Senior Madrasahs and newly set-up educational institutions at secondary level in West Bengal in terms of Memo no. 1736(21) GA dt. 1.11.99 issued by the Director of School Education, West Bengal.

4. In the circumstances, the undersigned is directed by the order of the Governor to say that henceforth all appointments in teaching and non-teaching posts available as vacant either due to retirement / death / resignation of an

existing employee or due to creation of posts in the aforesaid institutions on first recognition or upgradation or otherwise should be filled up only as follows :

(a) In case of whole-time teaching post, through the School Service Commission of the concerned region; and

(b) in case of a non-teaching post, on the basis of the guidelines for recruitment as contained in Memo No. 1736 (21)–GA dt. 1.11.99 issued by the Director of School Education, West Bengal.

5. This cancels the earlier Govt. orders in memo no. 117-SE(S) dt. 24.2.1995 and Memo No. 511-SE(S) dt. 29.3.2000.

6. This will take immediate effect.

Sd/- T. K. Bose,
Principal Secy.

No. : 222(22)/GA Dated, Kolkata, the 24th January, 2003.

Copy forwarded for The District Inspector of Schools (S.E.) P.O. ...., Dist.................................... for information and necessary action.

Sd/- Illegible.
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DIRECTORATE
(GRANT-IN-AID SECTION)
BIKASH BHAVAN (7TH FLOOR) NORTH BLOCK
SALT LAKE CITY, KOLKATA - 91

No. : 1568-GA / 4G-186/81. Dated Kolkata, the 27th June, 2002.

To : The Secretary Govt. of West Bengal,
School Education Department, 5th floor,
Bikash Bhaban, Kolkata - 91.

Sub. : Regarding approval of appointment of a teacher in Social Science Group having Hon's in Eco. and Eco. Geo. in pass subject in the degree level.

Sir,

I have to address Govt. in Ed. Deptt. and to enclose herewith the copy of the letter No. 938 ...... dt. 15.02.02 alongwith its enclosure received from the D.I./S (S.E), Burdwan for his perusal and consideration of the Govt.

It appears that the said teacher has been selected for appointment as a Geography teacher with the qualification of Eco. Geography in pass subject but Eco. Geo. is not equvalent teaching subject in secondary level.

In view of the circumstances stated above I would request Govt. in Education Deptt. to instruct whether Eco. Geo. subject is equivalent for appointment this teacher in Geography in Social Science Group in secondary level.

An reply from your end is highly solicited.

Yours faithfully,

For Director of School Education,
West Bengal.

bh/25602.

পশ্চিমবঙ্গ সরকার
বিদ্যালয় শিক্ষা বিভাগ
মাধ্যমিক শাখা
বিকাশ ভবন, বিধাননগর, কলকাতা ৭০০ ০৯১

পত্রাংক ২০৯ - বিদ্যালয় শিক্ষা (মাধ্যমিক), তারিখ, কলকাতা ২১ই ফেব্রুয়ারী, ২০০৩

প্রেরক : শ্রী মাধবেন্দ্র বিশ্বাস,
উপ-সচিব

প্রাপক : বিদ্যালয় শিক্ষা অধিকর্তা,
পশ্চিমবঙ্গ সরকার
বিকাশভবন, লবণহ্রদ, কলকতা - ৯১

বিষয় : সমাজ বিজ্ঞান গ্রুপের একজন সহকারী শিক্ষকের নিয়োগ পত্রের অনুমোদন।

মহাশয়,

উপযুক্ত কর্তৃপক্ষের নির্দেশে আপনার বিগত ১৮.১.২০০১ তারিখের ১৫৬৮ জি. এ. নং পত্রাংকের উত্তরে জানানো যাইতেছে যে, উচ্চ মাধ্যমিকের ভূগোলের পাঠক্রমের মধ্যে যে সকল বিষয় পঠিতব্য হিসাবে থাকে সেখানে আলোচ্য শিক্ষকের পক্ষে পাঠদান অসুবিধা হবে। কিন্তু তিনি নিযুক্ত হবেন দশম শ্রেণী বা তার নিচের শ্রেণীর জন্য সেখানে ভূগোলের পঠিতব্য বিষয় পড়ানো তার পক্ষে মোটেই অসুবিধা জনক নয়। সুতরাং এ ক্ষেত্রে তার নিয়োগ অনুমোদিত হওয়ার যোগ্য।

মাধবেন্দ্র বিশ্বাস
উপ-সচিব
তারিখ ২১.২.২০০৩

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No : 1108-SE(S) Dated Kolkata, the 12.7.2001.

From : Shri S.G. Moullick,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School End,
West Bengal, Bikash Bhavan,
Salt Lake, Kolkata - 91

Sub. : Appointment of teachers in the schools run by the **Ramkrishna Mission.**

Sir,

I am directed to say that all Ramkrishna Mission Schools governed by special Rules under Rule 33 of the Rules for management of Recognised Non-Govt. Institute (Aided and Un-aided), 1969 have the power to appoint employee both permanent and temporary, provided that in case of appointment to posts, salaries of which are paid wholly and partly out of Government grants, the rules / Act. laid down by the Government in this respect shall be observed.

Therefore all appointment to the posts of teachers in the Ramkrishna Mission Schools are to be made on the recormmendation of the West Bengal Regional School Service Commission in respect of the region concerned.

Yours faithfully,
Sd/- S. G. Moulick
Deputy Secretary

Memo. No. 1108/1(30)SE(S)

*** *** ***

Dated : Kolkata
The 12th July, 2001.

Sd/- S. G. Moulick,
Deputy Secretary.

Memo. No. : 1715/1(21)G.A. Dated, Kolkata, the 17th July, 2001.

Copy forwarded to The District Inspector of Schools (S.E.) ...., P.O. ...., Dist.................................. for information and immediate action.

Sd/- P. Pradhan

for Director of School Education

West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE,
KOLKATA-700 091

In exercise of the Power conferred under Rule 33 of the Rules for Management of Recognised Non-Govt. Institutions (Aided & Unaided), 1969 as amended from time to time read with Rule 7 (i) of the special Rules for Management of Secondary Schools established and run by a Christian Church Missionary Society (Board), Christian Religious Society, etc. to which the provision of Article 30 of the Constitution of India applies, the Governor is pleased to make rules in terms of Government order No. 641-Edn. (S) dated 23.05.1974 as amended from time to time for complaiance by the above mentioned recognised aided and DA getting Non-Govt. Secondary Institutions in connection with recruitment of Teaching & Non-Teaching Staff including Headmaster / Headmistress / Assistant Headmaster / Assistant Headmistress, which the Department of School Education, Government of West Bengal, accepts to have been established and administered by 'Minority'.

This order will take immediate effect in cancellation of all other previous orders of the School Education Directorate in respet of procedure for recruitment of Heads of the Institutions and Teaching and Non-Teaching Staff in Non-Govt. Secondary Institutions as stated above.

Procedure for Recruitment of Teaching and Non-teaching staff including Headmaster/Headmistress/Assistant Headmaster/Assistant Headmistress in Non-Government Aided Secondary Schools/Higher Secondary Schools which the Department of School Education Government of West Bengal, accepts to have been Established and Administered by 'MINORITY'.

Directions :

1. (a) All appointments of Teaching Staff including Headmaster / Headmistress / Assistant Headmaster / Assistant Headmistress shall be made after a proper selection process as per permission of the District Inspector of Schools (S.E.) of the concerned district.

(b) No appointment in any post will be made if the post is not sanctioned by the authority. All vacancies should be filled up as per reservation rules made by the Government of West Bengal.

(c) No male member shall be eligible for appointment in any Girls' school.

(d) No candidate shall be called for Interview if he/she is not a citizen of India and below 18 years of age.

Mode of Selection & Formation of Selection Committee :

2. (a) Headmaster / Headmistress shall be appointed by the Founder Body. School authority will advertise the vacancy as per prior permission, in the State Level Daily Newspapers mentioning name and address of the School, minimum qualification and experience required for the post. If the number of applications received through advertisement is more than 20 per post, a preliminary screening of the candidates will have to be made by the members of the Governing Body and 10 candidates per post in order of merit will have to be called for Interview.

b) (i) Minimum qualification for the post of Headmaster / Headmistress is M.A./M.Sc./M.Com. with B.T./ B.Ed./ P.G.B.T. from a recognised University.

(ii) 10 Years' teaching experience from any secondary school / Madrasah recognised either by the West Bengal Board of Secondary Education / West Bengal Council for Higher Secondary Education / West Bengal Board of Madrasah Education / Government of India or Councils like C.B.S.E. & I.C.S.E Candidates coming form any institution recognised by the first three will have to produce approval letter. Candidates coming from any Institution recognised by the Government of India should produce a document from the authority for his/her teaching experience. Candidates coming from other Institutions shall have to produce a certificate to the effect that they have enjoyed Government D.A. during last 10 years.

c) (i) Assistant Headmaster / Assistant Headmistress shall be appointed by the Founder Body and the post should be filled up by the candidates from among the approved teaching staff of the School or from outside if the said post is a sanctioned one. If the post is filled up by out-sider, advertisement and all other procedure as mentioned in case of Headmaster / Headmistress should be followed.

(ii) Minimum qualification for the post of Assistant Headmaster /

Assistant Headmistress is a Hons. Graduate with B.T. / B.Ed./ P.G.B.T.

(iii) 5 years' teaching experience from any Institution as stated in case of experience of Headmaster / Headmistress.

3. **Age :**

There is no upper age limit in respect of candidates for the post of Headmaster / Headmistresss / Assistant Headmaster / Assistant Headmistress. They have to join the post prior to the date of superannuation.

4. **Assistant Teacher :**

In case of Selection of Assistant Teacher a Selection Committee is to be formed with the following members.

(i) The secretary of the School Managing Committee / Administrator of the Institution.

(ii) Approved Headmaster / Headmistresss / Teacher-in-charge of the Institution.

(iii) President of the School Managing Committee.

(iv) Two External Experts in the subject.

External Expert should be an approved teacher of a recognised High or Higher Secondary School having 10 years' Teaching experience or a Principal of a Degree College in relevant subject.

(v) One Teacher Representative to be nominated by the School Managing Committee.

After obtaining prior permission from the Dist. Inspector of Schools advertisement in a State Level Daily Newspaper will have to be published as in Para 2 (a). No candidate will be treated eligible if he or she has no valid Registration no. in any Employment Exchange in West Bengal. Screening of applications will be made by the Selection Committee if the number of applicants exceeds 20 per post in the same manner as in Para 2 (a). A record of applicants received through advertisement should be preserved and will remain open for verification by the Director of School Education, West Bengal, or his authorised person, if necessary.

The Selection Committee shall assess the qualifications of the candidates which are relevant to the post and marks shall be awarded in different posts as per annexure 1 & 2 of the candidates' achievements in the following manner.

1) Academic and Training / Professional Qualification.

2) Demonstration Lesson in Class Room.

3) Viva Voce.

In all cases of Selection of Headmaster / Headmistresss / Assistant Headmaster / Assistant Headmistresss / Assistant Teacher :

A penel of three candidates per post is to be prepared in order of merit and submitted for approval to the concerned District Inspector of Schools (SE) within 15 days from the date of interview along with the resolution of the School Committee. After getting the panel approved by the concerned District Inspector of Schools (SE), the School Committee will issue appointment letter to the person in the first position.

Panel for all categories shall remain valid for one year from the date of approval of the District Inspector of Schools.

The School Authority shall submit the papres to the concerned District Inspector of Schools (SE) for approval of the appointment within 15 days of the joining of the employee and the District Inspector of Schools (SE) convey the decision within one month.

Minimum qualification for the post of Asstt. Teacher in normal section (upto Class - X) is a graduate in Pass Course with at least a school subject at graduation level relevant to the Group or Hons. Graduate in a relevant subject for Higher Secondary Section. B. T./ B.Ed./P.G.B.T. is a desirable qualification. For appointment in Work Education and Physical Education in normal section the candidate should be a graduate with Work Education as one of the method subjects in B.Ed. / P.G.B.T. Level. Physical Education candidate must be a Graduate with Physical Education trained from a recognised University.

Age Limit :

No person shall be selected for appointment unless he / she is a citizen of India and of 18 years of age or above. The maximum age limit for appointment in Aided Secondary / Higher Secondary Institution is 37 years and is relaxable in case of SC/ST/OBC candidates as per existing Government Orders.

Short term vacancy :

(In cases of deputation, leave, etc.)

For appointment of short tem vacancy of four months or less but above 1 (one) month the School may advertise in a daily or invite application through Notice Board of the Office of the Dist. Inspector of Schools (SE), Office of the Zilla Parishad, Office of the Municipality, Office of the Corporation, Office of the Notified Area Authority and Office of the School.

Panel for short term vacancy should also be got approved by the respective District Inspector of Schools (SE) in the manner as stated before.

Recognised D.A. getting Schools which are admitted by the Department of School Education to have established and administred by 'Minority' shall follow the same procedure.

Allotment of marks :

Annexure -1

A. Allotment of Marks for recruitment of Pass Graduate Asstt. Teachers preferably with B.T./ B.Ed. / P.G.B.T. Degree.

Examination	Full Marks	1st Divn./ Class/ distinction	2nd Divn. Class	3rd Divn.
School Final/ Madhyamaik or its Equivalent	05	05	04	03
H.S. (XII Class)/ P.U. or its Equivalent	05	05	04	03
H.S. (XI Class)	10	10	08	06
		70% above	50% & above but below 70%	below 50%
Bechaler's Degree in Pass Course.	15	15	10	06
		1st Class	2nd Class	Others
B.T./ B.Ed./ P.G.B.T.	05	05	04	03
Viva	05			
Class Demonstration	10			
Total	45 (Fourty Five)			

Annexure -2

B. Post meant for Hons. Post Graduate / Head of the Institution.

Examination	Full Marks	1st Divn./ Class/ distinction	2nd Divn. Class	3rd Divn.
S.F. / Madhyamaik or its Equivalent	05	05	04	03
H.S. (XII Class)/ P.U. or its Equivalent	05	05	04	03
H.S. (XI Class)	10	10	08	06
		1st Class	2nd Class	Others
Hons Graduate (Regular)	07	07	05	03
Spl. Hons/Condensed Hon's Proficiency Certificate Holder	4 Marks (Fixed)			
Pass Graduate	...	...	...	3 Marks (Fixed).
		1st Class	2nd Class	Others
Post Graduate Degree	08	08	05	03
		1st Class	2nd Class	Others
B.T./ B.Ed./ P.G.B.T.	05	05	04	03
Viva	05			
Class Demonstration	10			
Total	45 (Fourty Five)			

Marks for Pass Degree shall not be separatedly awarded to any kind of Hons./Condensed Hons./Regular Hons./Proficiency Certificate Holder.

Procedure for recruitment of Non-Teaching Staff (Librarian, Clerk, Group-D Staff) :

Directions :

1. (a) All appointments of Non-Teaching Staff (Librarian, Clerk, Group-D staff) shall be made with the prior permission of the District Inspector of Schools (S.E.) of the respective District against sanctioned post.

b) Prior permission shall not be necessary for appointment in vacancies of 4 months or less.

(c) For appointment in short term vacancies of 4 months or less the School shall invite applications through Notice which shall be displayed in the Notice Board of the District Inspector of Schools (S.E.)/the Zilla Parishad of the Panchayet Samity, the Municipality/Corporation/Notified Area Authority and of the School allowing 15 days time for submission of the applications of the candidates from the date of Notification.

(d) For appointment in temporary vacancies against extra ordinary leave or lien of more than four months but less than 2 years advertisement shall be made in State Level Daily Newspaper with complete Address of the School and other relevant particulars.

(e) For recruitment to any Non-teaching Post academic qualification as per existing Government Order shall be mentioned by the District Inspector of Schools (S.E.) in the prior permission.

2. (a) On receipt of the prior permission for the Second stage from the District Inspector of Schools (S.E.), the School Authorities shall approach the Local Employment Exchange for sponsoring the names of the Employment Exchange candidates.

(b) Employment Exchange shall mention in the list the qualification, date of birth, date of registration etc. of the candidates. Names shall be sponsored within 45 days in case of General candidates and 60 days in case of S.C. and S.T. and O.B.C. candidates. If names are not sponsored within the time limit mentioned above the School Authorities may approach the District Inspector of Schools (S.E.) who may take up the matter with the Employment Exchange. In case of receipt of Non-availability Certificate from the Employment Exchange the School may advertise in any State Level Daily

Newspaper under intimation to the District Inspector of Schools. In the Advertisement, name and full address of the Institution shall be mentioned irrespective of whether the vacancy is permanent or temporary. The reservation rules, issued from the end of the Govt. in all cases of appointment must be followed strictly.

(c) All District Inspector of Schools (S.E.) shall maintain a Roster to record the names of the qualified eligible wards of approved Non-teaching Staff died- in Harness for the post of Clerk/Librarian and forward their names of eligible candidates for interview alongwith the candidates sponsored by Employment Exchange.

(d) No person shall be selected for appointment unless he/she is a citizen of India and 18 years of age or above. The maximum age limit for appointment in Aided Institution is 37 years and is relaxable in case of S.C./S.T./O.B.C. candidates as per existing Government Orders.

Selection Committee for the post of Clerk and Group 'D' Staff :

1. Approved Headmaster / Headmistress / Teacher-in-Charge of the concerned Institution.
2. Secretary of the Managing Committee/ Ad Hoc Committee / Administrator. If the Headmaster and the Secretary of the School are one and the same person, the President of the Committee shall be included as a member.
3. One approved Headmaster/Headmistress of High/Higher Secondary School/High Madrasah in the same Sub-Division to be selected by the Managing Committee as an expert.
4. One nominee of the Panchayet Samity for School situated in Rural Areas to be nominated by the Sabhapati of Panchayet Samity. For other areas one member of the M.C. to selected by the M.C. The nominee of the Panchayat Samity, however shall not be a member of the Staff of the School.

For Selection of Librarian : Point No. 1, 2 & 4 as above and —

5. For Selection of Librarian external expert shall be selected from Librarian of Govt./Govt. Sponsored/Govt. Recognised College Public Library/Departmental Library/Teacher of Library and Information Science having recognised Degree/Diploma from the University and with 5 years Experience.

Applicable to all cases of Appointments :

(a) All external Experts mentioned in the foregoing paragraphs shall be selected from the Institutions within the Sub-Division, if not available within the District.

(b) No person who is related to any of the candidates to be interviewed shall be a member of the Selection Committee and in such cases the position of the member of the Selection Committee shall remain vacant. A certificate indicating the actual position in this regard shall be submitted to the District Inspector of Schools (S.E.) alongwith every Panel.

(c) All the candidates sponsored by the Employment Exchange shall be called for interview.

If the permission for advertisement is obtained from the District Inspector of Schools and the number of application received through advertisement is more than 10, a preliminary screening may be made on the basis of marks obtained in the Examination as specified in prior permission. A record of receipt of names either through Employment Exchange or through advertisement should be preserved and will remain open for verification by the officers of the Education Directorate/Department.

(d) The candidates shall be called for interview by Registered postcard or Inland letter with A/D with a margin of at least 20 days between the date of posting and the date of interview.

(e) All the candidates who turn up for the interview shall be required by the Selection Committee to record their attendance on a single sheet before the interview. The president of the Selection Committee shall sign on the call letters of each candidate who appear at the interview and a Certificate to this effect shall be furnished to the District Inspector of Schools (S.E.) along with every panel.

(f) No marks shall be awarded to the candidate for any academic qualification above the qualification mentioned by the District Inspector of Schools (S.E.) in the prior permission. No claim or evidence regarding qualification/age of any candidate shall be accepted after the interview.

Allotment of marks :

Chart showing the allotment of full marks for academic and professional qualification (for Selection of Librarian).

(i)	School Final or its equivalent	10
(ii)	Higher Secondary (XII Class/PU/ Intermediate)	10
(iii)	Old Higher Secondary (XI Class)	20
(iv)	Degree Pass	10
(v)	Recognised Certificate in Library Science	10
	OR	
	Recognised Degree in Library Science	15
	OR	
	Recognised Post-Graduate Diploma in Library Science	20

The marks to be awarded to a candidate for each academic professional qualification shall be computed by multiplying the total marks allotted for the corresponding qualification by the percentage of marks obtained by the candidate in the corresponding academic examination.

(A) For appointment to the Post of Librarian, marks for Academic qualification shall be awarded in the aforenoted manner up to the qualification mentioned in the prior permission in accordance with the prevailing Govt. Orders by the District Inspector of Schools (S.E.). Marks for professional qualification shall also be awarded in the aforesaid manner.

Interview (Full marks) 5

(B) For appointment to the Post of Clerk, marks for

(i)	Academic qualification shall be awarded for MP/ SF/or its equivalent (Full marks)	10
(ii)	Viva voice/Written Test (full marks)	5
(iii)	Type-Writing to be tested on the date of interview with stress on accuracy (full marks)	5

(C) For appointment to the Class IV Staff, marks for

(i)	Viva voice (full marks)	5
(ii)	Reading (full marks)	5
(iii)	Writing (full marks)	5

Marks awarded to each candidate in each individual item shall be recorded separately in the score sheet. Copies of such score sheet in respect of all the candidates appearing in the interview along with the Tabulation Sheet shall be sent to the District Inspector of Schools (S.E.) along with the panel.

The total marks awarded to each of the candidates on the items mentioned before shall be computed and panel consisting of 3 candidates in order of merit shall be prepared for submission to the Managing Committee. Panel of less than 3 candidates can be prepared only for the post reserved for S.C. & S.T./OBC candidates provided the names of three or more candidates are not available inspite of all possible efforts.

No second list should be obtained from the Employment Exchange. If two or more candidates for the post of non-teaching Staff secure equal marks, seniority in age shall be counted for giving preference.

Panel should be prepared with average of marks awarded by each of the members of the Selection Committee. If any of the members want to keep his opinion reserved average marks shall be calculated on the marks awarded by other members.

Panel of short term vacancies and temporary vacancies shall be prepared in the same manner and got approved by the District Inspector of Schools (S.E.) before issuing appointment letter.

The Selection Committee after preparing the panel on the date of interview shall submit the same to the Managing Committee/ Ad hoc Committee/Administrator. On being examined by the Managing Committee/Ad hoc Committee/Administrator the Panel shall be forwarded to the District Inspector of Schools (S.E.) for approval with all relevant papers within 15 days from the date of interview. District Inspector of Schools (S.E.) shall convey his decision within one month from the date of receipt of the Panel.

On getting approval of the panel the Managing Committee/Ad-hoc Committee/Administrator of the School shall issue appointment letter to the 1st empanelled candidate within 15 days through Registered postcard/Registered Inland Letter. The panel shall remain valid for one year from the date of approval of the panel by the D.I. of Schools (S.E.). If any candidate fails to join within 3 months from the date of receipt of appointment letter or leaves the post within the validity of the Panel, the next empanelled candidate shall be offered appointment. Name of the candidate who does not join within 3 months from the date of receipt of appointment letter shall be struck off from the panel.

Once the date of interview has been fixed up and communicated to any of the candidates the interview shall not be posponed except under severe emergency or natural calamity and the fact shall be communicated to the District Inspector of Schools (S.E.) forthwith. In all such cases approval of the District Inspector of Schools (S.E.) (but no fresh prior permission) shall be obtained for holding the postponed interview on any other date.

In giving appointment to a staff of another school the appointing

authority shall see that the candidate has duly been released by the institution where he/she had been serving. The candidature of the in-service employees shall not be considered if he/she fails to produce no-objection certificate from the Secretary/Administrator as the case may be at the time of interview in the Selection Board.

The School Authority shall submit papers to the District Inspector of Schools (S.E.) for approval of the appointment within 15 days of the joining of the employee and the District Inspector of Schools (S.E.) shall convey his decision within one month. In the approval letter District Inspector of Schools (S.E.) shall specifically mention the name, qualification, scale of pay period of approval and the nature of vacancy against which the appointment has been made and approved.

In regard to interpretation/explanation of any term, expression or clause the decision of Department of School Education, West Bengal shall be final. This order issues in supersession of all previous orders in respect of procedure of recruitment of teaching and non-teaching staff of the Institution.

Sd/- Illegible.

Special Secretary to the

Government of West Bengal.

No. : 1314(50)–SE (S)/4A-35/2002 Dated, the 17th September, 2002.

Copy forwarded for information, guidance and necessary action to the :—

Director of School Education, West Bengal,

Bikash Bhavan (7th floor), Salt Lake, Kolkata - 91.

Special Secretary.

No. : 1314(50))/1(80)–SE(S) / 4A–35/2002, Dated, 17.9.2002

Copy forwarded for information, compliance and necessary action to the :—

1. Deputy Director of School Education, (Anglo Indian) West Bengal,
2. Deputy Director of School Education (G.A.), W.B.
3. Deputy Director of School Education (Law), W.B.
4. District Inspector of School Education (S.E.) ....

Sd/- Illegible.

Special Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No : 456–SE (S)/10M – 32/2000   Dated Kolkata, the12th April, 2002.

From : Shri D. Basu,
Special Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Bhuta D.A.V. High School, Midnapore — sanction of Special Rules — Clarification of

The undersigned is directed to refer to his memo. no. 733–GA dt. 2.5.2000 on the suject mentioned above and to state that Secondary Schools established and run by Arya Samaj and/or Gurukul Vidyalaya Trust, under the agencies of Arya Pratinidhi Sabha of the State (Representative Body of Arya Samaj (S) in the State) have the power to appoint employees both permanent and temporary, provided that incase of appointment to posts, salaries including allowances of which are paid wholly and partly out of Govt. Grants, the Rules/Act laid down by the Government in this respect shall be observed.

Therefore, all appointments to the posts of teachers in the Secondary Schools established and run by Arya Samaj and / or Gurukul Vidyalaya Trust, under the aegis of Arya Pratinidhi Sabha of the State (Representative Body of the Arya Samaj (S) in the State) including Bhuta D.A.V. High School, P.O. Bhuta, P.S. Daspur, Dist. Midnapore and whose salaries including allowances are paid wholly or partly out of Government grants are to be made on the recommendation of the West Bengal Regional School Service Commission in respect of the Regional concerned.

Special Secretary.

No. : 456/1(30)–SE(S), Dated, 12.4.2002

Copy forwarded for information to the :—

1. Deputy Director of School Education, Grants-in-aid Section, Bikash Bhavan, 7th floor, Kolkata - 91.
2. District Inspector of Schools, West Bengal Hooghly, Pipulpati, P.O. Chinsurah, Dist. Hooghly.
3. Secretaries, West Bengal Regional School Service Commission, ...Region.
4. Secretary,
   Bhuta D.A.V. High School,
   P.O. Bhuta, P.S. Daspur,
   Dist. Midnapore (West).

Asstt. Secretary.

ITEM NO. 4

ROSTER
OF
RESERVATION

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
H.S. BRANCH

No. 209-E dn(HS)
3S-59/91.

Calcutta the 11th November 1991.

To : The Director of School Education, West Bengal.

Sub. : Reservation of seats in all Govt., Government sponsored and recongnised Non-Govt. Secondary and Higher Secondary schools for candidates belonging to scheduled castes and secheduled tribes communites.

The undersigned is directed by the order of the Governor to say that in conformity with the enhancement of quota for reservation of jobs for scheduled castes and scheduled tribes candidates in terms of notification No. 136-TW/EC dt. 27. 03. 90, the Governor is pleased to decide that 22% of seats in all Government, Govt. sponsored and recognised Non-Govt. Secondary schools should be reserved for candidates belonging to the scheduled castes community and 6% of the seats should be reserved for candidates belonging to scheduled Tribes community. Similar reservation of seats should also be arranged in all-Govt. Government sponsored and recognised Non-Govt. Higher Secondary Schools, separately for each discipline Viz. Arts, Science, Commerce, Agriculture and other vocational courses.

All the concerned institutions should be informed and asked to observe the quota system strictly.

Sd/- S. Sanyal,
Deputy Secretary.

Memo No. : 1344(175)-Sc/Apt. / 4A-1OP-2002   Dated, the 29. 9. 03.

Copy forwarded for information :-

1) Joint Director of School Education, ————————————
West Bengal,Bikash Bhawan, Salt Lake City, Kolkata-91.
2) Dy. Director of School Education, ——————West Bengl,
Bikash Bhawan, Salt Lake City, Kolkata-91.
3) Asstt. Director of School Education, **Grant in aid** West Bengal
West Bengal,Bikash Bhawan, Salt Lake City, Kolkata-91.
4) District Inspector of Schools (P.E/S.E.)
P.O.———————————— District ————————
with the request to circulate to the schools and maintain the norms.

Sd/- Illegible.
for Director of school Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHEDULED CASTES & TRIBES WELFARE DEPARTMENT
WRITERS' BUILDINGS, CALCUTTA-700 001

No. : 905-TW/EC/SC/O/MR-1/95 (1) Calcutta, the 12th September, 1995.

NOTIFICATION

I am directed by order of the Governor to say that after careful consideration of the report of the Committee constituted by the Government for making a study on the problems of admission of candidates belonging to the Scheduled Caste and the Scheduled Tribe communities in Educational institutions, the Governor is pleased to order as follows :–

1. (a) 22% and 6% of the seats shall be kept reserved for the Scheduled Caste and the Scheduled Tribe candidates respectively in all educational institutions including the following :–

    i) all Primary Schools run by District Primary School Councils, Corporations or Municipalities and similar bodies aided by Government of West Bengal.

    ii) all Government, Government sponsored and recognised non-Government aided Secondary Schools.

    iii) all Government, Government sponsored and recognised non-Government aided Higher Secondary Schools.

    iv) all Government, Government sponsored and recognised non-Government aided Polytechnics, Industrial Training Institutes/Centres, Junior Technical Schools etc.

    v) all Government, Government sponsored and recognised non-Government aided Colleges including Medical and Dental Colleges, Engineering and Technoligical Colleges, Homoeopathic, Ayurvedic and Nursing Colleges.

    vi) all Universities and Deemed Universities.

(b) The reservation for the Scheduled Caste and the Scheduled Tribe candidates shall be maintained separately for each Course/Stream/Subject in each educational institution.

(c) While calculating the number of reserved seats for the Scheduled Caste and the Scheduled Tribe candidates a fraction of 0.5 and above shall be treated as one seat.

(d) A general merit list based exclusively on merit as reflected in the

results of the relevant examination/selection test irrespective of caste/tribe status shall be prepared separately for each Course/Stream/Subject in each educational institution to fill up the unreserved seats. Separate merit lists for the Scheduled Caste and the Scheduled Tribe candidates shall be prepared for each Course/Stream/Subject in each educational institution to fill up the seats reserved for the Scheduled Caste and the Scheduled Tribe candidates respectively. The Scheduled Caste and the Scheduled Tribe candidates who have been placed in the general merit list to fill up unreserved seats shall not be taken into account in the reserved lists for the Scheduled Caste and the Scheduled Tribe candidates respectively.

(b) For admission to the courses, B.A. (Hons.), B.Sc. (Hons.), B.Com. (Hons.), M.A., M.Sc., M.Com., B.Tech., M.Tech., M.Sc. (Tech.), B.Ed., M.Ed., LL.B., LL.M., B.Lib. Sc., M.Lib. Sc., Master's Degree Courses in Engineering and Architecture, Master of Business Management/Master of Business Administration M.Phil., and the like in different subjects, an SC or ST candidate getting admission should have in the previous examination qualifying marks which are not lower by more than 25% from the marks obtained by the last cndidate of the general category, however, in any case, such a candidate obtaining marks lower than the marks as prescribed by the regulations of the University for admission to the relevant course will not be eligible for admission. The candidates included in the general merit list will not be counted towards these reserved quota.

(c) For admission to Undergraduate Medical and Dental Courses, there shall be no cut-off marks for the Scheduled Caste and the Scheduled Tribe candidates in the Joint Entrance Examination to fill up the reserved seats.

(d) For filling up the reserved seats in all other Courses/Streams/Subjects, the Scheduled Caste and the Scheduled Tribe candidates who have secured the minimum marks as per relevant regulations for admission to any Course/Stream/Subject as may be prescribed by the West Bengal Higher Secondary Council, Universities etc., shall be given admission forms by the educational institution for any such Courses/Stream/Subjects.

(e) For the purpose of allotment of Courses/Stream/Subjects/Colleges, the Scheduled Caste and the Scheduled Tribe candidates in the unreserved general merit list shall be placed respectively on the top of the reserved lists for the Scheduled Caste and the Scheduled Tribe candidates. Thereafter allotment of Courses/Streams/Subjects/Colleges to the

Scheduled Caste and the Scheduled Tribe candidates, placed in the general merit list and those placed in the reserved lists shall be made on the basis of their inter se merit and their options against the reserved seats plus those unreserved seats earmarked for the Scheduled Caste and the Scheduled Tribe candidates included in the general merit list.

3. Seats reserved for the Scheduled Caste candidates and remaining unfilled even after following the instructions laid down in the previous paragraphs may be filled up by the Scheduled Tribe candidates and vice versa.

4. The Head of each educational institution shall submit an Annual Return on Admission of students into various courses in that institution to the respective District Magistrates and ex-officio District Commissioners for Reservation in case of institutions located outside the district of Calcutta and to the Joint Commissioner for Reservation in case of institutions located in the district of Calcutta by 31st December each year in such form as may be prescribed by the Government.

This order issues in supersession of all previous orders issued in this matter.

By order of the Governor,

Sd/- N. Krishnamurti,

Chief Secry. to the

Govt. of West Bengal.

ANNUAL RETURN FOR RESERVATION OF SEATS IN ADMISSION FOR SCHEDULED CASTES / SCHEDULED TRIBES IN EDUCATIONAL INSTITUTION AS ON 31ST DECEMBER, 2000

(Vide Notification No. 905–TW/EC/SC/O/MR-1/95 (I) dated — 12.09.1995

I) Name of Institution and Address with specific mention of the concerned Police Station :

II) Name of Course :

III) Name of Stream :

IV) Subject :

	SCH. CASTE	SCH. TRIBE	O.B.C.	GENERAL	TOTAL	REMARKS
1) No. of seats available						
2) Minimum qualifying marks as per admission notice.						
3) No. of applicants						
4) No. of candidates admitted						
5) Highest and lowest marks of the candidates admitted.						

N.B. : Reservation for (a) S.C. 22%
(b) S.T. 6%
(c) O.B.C. 7% (Upto H.S. level only)

Signature of the Head of the Insitution

Seal

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No. : 378-F Dated, Calcutta, the 10th January, 1997.

MEMORANDUM

The question of granting relaxation of upper age limit to the candidates belonging to Backward Classes for recruitment to all posts and services under the Government or in Semi Government Organisations has been under consideration of the Government for some time past.

2. After careful consideration of the matter in all its aspects, the Governor is pleased to decide that the candidates belonging to the Backward Classes as specified for the purpose of the West Bengal Commission for Backward Classes Act, 1993 by issuing notification in that behalf shall be entitled to relaxation of three years over the prescribed upper-age-limit for direct recruitment to any service or post under the Government of West Bengal, the Local and Statutory Authorities constituted under any State Act, Corporations in which not less than 51% of the paid up share capital is held by the State Government, Universities, Colleges affiliated to the Universities, Primary, Secondary and Higher Secondary Schools and other educational institutions which are owned or aided by the State Government and in the establishments in Public Sector.

3. This order will take immediate effect.

Sd/- Asok Gupta,
Principal Secretary to the Govt. of
West Bengal.

Memo No. $\frac{\text{930/1(100) – Sc/Apt.}}{\text{4A – 80P – 2001}}$ Dated, the 31st. August, 2001.

Copy forwarded for information & necessary action to :-

1) The Jt. Director of School Education, ____________________
West Bengal, Bikash Bhawan, Salt Lake City, Kolkata – 91.
2) The Dy. Director of School Education, ____________________
West Bengal, Bikash Bhawan, Salt Lake City, Kolkata – 91.
3) The Head Assistant, ____________________ Section,
Bikash Bhawan, Salt Lake City, Kolkata – 91.
4) The District Inspector of Schools (PE/SE),
P.O. ____________________ Dist. ____________________

Sd/- P. K. Banik
31.08.2001
for Director of School Education,
West Bengal.

Registered No. WB/SC-247 No. WB (Part-I)/99/SAR-274

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Chaitra 4 Thursday, March 25, 1999 Saka 1921

Part I-Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
RESERVATION CELL
WRITERS' BUILDINGS

No. 134-BCW/RC
MR-103/94

Calcutta, the 25th March, 1999.

ORDER

In exercise of the power conferred by Section 10, read with section 11, of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976), and in supersession of all previous orders on the subject, the Governor is pleased hereby to direct that with a view to giving effect to the reservation of vacancies for the Scheduled Castes and Scheduled Tribes under the said Act, the following model roster shall henceforth be maintained for direct recruitment to vacancies in services and posts in an establishment as defined in the said Act :

Model 100 Point Roaster

1st vacancy	Scheduled Caste	10th vacancy	General
2nd vacancy	General	11th vacancy	Scheduled Caste
3rd vacancy	General	12th vacancy	General
4th vacancy	Scheduled Tribe	13th vacancy	General
5th vacancy	General	14th vacancy	General
6th vacancy	General	15th vacancy	Scheduled Caste
7th vacancy	Scheduled Caste	16th vacancy	General
8th vacancy	General	17th vacancy	General
9th vacancy	General	18th vacancy	Scheduled Caste

19th vacancy	General
20th vacancy	General
21st vacancy	Scheduled Caste
22nd vacancy	General
23rd vacancy	General
24th vacancy	Scheduled Tribe
25th vacancy	General
26th vacancy	General
27th vacancy	General
28th vacancy	Scheduled Caste
29th vacancy	General
30th vacancy	General
31st vacancy	General
32nd vacancy	Scheduled Caste
33rd vacancy	General
34th vacancy	General
35th vacancy	General
36th vacancy	Scheduled Caste
37th vacancy	General
38th vacancy	General
39th vacancy	General
40th vacancy	Scheduled Caste
41st vacancy	General
42nd vacancy	General
43rd vacancy	Scheduled Tribe
44th vacancy	General
45th vacancy	General
46th vacancy	General
47th vacancy	Scheduled Caste
48th vacancy	General
49th vacancy	General
50th vacancy	General
51st vacancy	Scheduled Caste
52nd vacancy	General
53rd vacancy	General
54th vacancy	Scheduled Tribe
55th vacancy	General
56th vacancy	General
57th vacancy	Scheduled Caste
58th vacancy	General
59th vacancy	General
60th vacancy	General
61st vacancy	Scheduled Caste
62nd vacancy	General
63rd vacancy	General
64th vacancy	General
65th vacancy	Scheduled Caste
66th vacancy	General
67th vacancy	General
68th vacancy	Scheduled Caste
69th vacancy	General
70th vacancy	General
71st vacancy	Scheduled Caste
72nd vacancy	General
73rd vacancy	General
74th vacancy	Scheduled Tribe
75th vacancy	General
76th vacancy	General
77th vacancy	General
78th vacancy	Scheduled Caste
79th vacancy	General
80th vacancy	General
81st vacancy	General
82nd vacancy	Scheduled Caste
83rd vacancy	General
84th vacancy	General
85th vacancy	General
86th vacancy	Scheduled Caste

87th vacancy	General	94th vacancy	General
88th vacancy	General	95th vacancy	General
89th vacancy	General	96th vacancy	General
90th vacancy	Scheduled Caste	97th vacancy	Scheduled Caste
91st vacancy	General	98th vacancy	General
92nd vacancy	General	99th vacancy	General
93rd vacancy	Scheduled Tribe	100th vacancy	General

2. The Governor is further pleased to direct that the 9th, 19th, 29th, 49th, 59th, 69th and 89th vacancies in the model roster in paragraph (1) shown as 'General' shall be reserved for **Backward Classes** of citizens included in the lists as defined in clause (c) of section 2 of the West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act I of 1993).

3. This order shall come into force at once.

By Order of the Governor,

Sd/- K. Jhala,
Principal Secretary

GOVERNMENT OF WEST BENGAL
LABOUR DEPARTMENT
EMPLOYMENT CELL

No. : 344 (100)-Emp/1M-43/94 Dated, Kolkata, the 16th April, 1999.

NOTIFICATION

In pursuance of the provisions of the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, it is hereby notified that the 3% reservation for persons with Disabilities (Physically Handicapped) in Para 6 and 7 of this Department Circular Letter No. 500 (100)-Emp/1M-43/94, dated 7th October, 1997, would be implemented as follows.

Each reserved vacancy for persons with disabilities in each block of 33 points would be filled up by persons suffering from (i) Blindness or low vision, (ii) Hearing impairment and (iii) Locomotor disability or cerebral palsy.

All appointing authorities should ensure filling up of reserved vacancies by persons with the prescribed disabilities.

Sd/- M. Gupta,
Chief Secretary.

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS, BLOCK-I, 2ND. FLOOR
CALCUTTA-700 001.

No : 1032(73)–BCW/MR-100/99 Dated, the 7th May, 1999.

MEMORANDUM

The undersigned is directed to say that it has been represented to the Government that in various Schools, Colleges and other Educational Institutions, a good number of seats reserved for Scheduled Castes and Scheduled Tribes candidates remain unfilled during an Academic Session for want of suitable number of candidates from reserved category. Some of the Institutions which approached the Government in earlier years were allowed to fill up those seats by general candidates, where it was satisfied that due observance of all requirements for filling up of these posts by the candidates of specified categories were duly followed by the institutions concerned. In view of the fact, that there are a large number of institutions involved throughout the State and that it is not possible for this Department alone to dispose of these matters, particularly within the very short span of time available before closure of admissions, the Government has been actively considering the question of Delegation of Powers to some subordinate authorities for allowing the institutions to fill up unfilled vacancies for reserved categories by general category candidates.

2. After careful consideration of all aspects, the Governor has now been pleased to direct that the District Magistrate and the District Reservation Commissioner shall be the authority in respect of Educational Institutions within their territorial jurisdiction for allowing filling up of the reserved seats by general candidates, subject to fulfilment of conditions as stated hereinafter.

3. The Governor is, further, pleased to direct that in respect of Institutions situated within the territorial limits of Calcutta as defined in Calcutta Police Act., 1866, the Commissioner for Reservation and Ex-Officio Special Secretary in the Backward Classes Welfare Department and the Joint Commissioner for Reservation and Ex-Officio Joint Secretary of Backward Classes Welfare Department shall be the authorities for granting such permission for filling up the vacant reserved seats for Sch. Castes and Sch. Tribes by general candidates.

4. The undersigned is also directed to say that grant of permission in all such cases shall be regulated by the following condition :

i) The authorities concerned shall see that all conditions as set out in this Department's Notification No. 905-TW/EC dt. 10.09.1995

have duly been complied with by the concerned institutions.

ii) The Institutions shall submit to the authority concerned, a statement giving the following particulars :-

a) Number of candidates who have applied for admission giving break up of general, Sch.-Caste & Sch.-Tribe categories of applicants separately for respective courses/streams/subject.

b) Number of seats reserved for SC & ST separately for such category of course/stream/subject.

c) Number of candidates qualifying for admission and admitted, as such, from each of reserved categories against respective course/ stream/subjects.

d) Number of reserved seats remaining vacant in respect of SC & ST category against respective course/ stream/subject as the case may be with reasons therefor.

e) The Institutions shall also furnish copies of their admission Notice(s) wherein it would be specifically indicated, whether, for issue of Forms to SC & ST candidates, the minimum prescribed marks of the Board, Council or University has been indicated, as the qualifying marks for getting the Forms for admission.

f) While allowing the reserved seats to be filled up by General candidates, the Dist. Magistrate and Dist. Reservation Commissioner or the ohter authorities concerned shall be satisfied on the basis of the information supplied by the Institutions that all reasonable steps were taken to fill up the seats by respective reserved categories of candidates and that the candidates qualifying on merit in competition with general cnadidates has not been included within the reserved seats and further that the conditions laid down at Paragraph– 2(b) in this Department's Notification No. 905-TW/EC dt. 12.9.95 has duly been observed for the particular courses mentioned therein.

g) The order allowing the reserved seats to be filled up by general candidates shall specifically provide that such filling up shall be made only from those left out candidates in the original panel of admission prepared by the Institution and that no new candidate, outside the panel, shall be considered for such admission.

Sd/- K. Jhala,
Principal Secretary to the
Government. of West Bengal.

No. 1032/1(73)-BCW

Copy forwarded for information & necessary action to :–

*** *** ***

The Director of School Education, Bikash Bhavan,
Salt Lake City, Calcutta – 700 091.

*** *** ***

Dated,
The 7th May, 1999.

Sd/- Illegible,
Assistant Commissioner forReservation & Ex-Officio Asstt. Secy, to the Govt. of West Bengal.

Memo No. 780/(21)G. A.

Copy forwarded to the District Inspector of Schools (S.E.) :-

Hooghly, P.O. Hooghly Dist. Hooghly

for information and necessary action.

Dated : Calcutta,
The 19 th May, 1999.

Sd/-N. Sinha.
for Director of School Education,
West Bengal.

A.G./19.V.99.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 1170-SE (S) / 1 'S'-27/99 Dated, Calcutta, the 14th September, 1999.

MEMORANDUM

Sub. : Exclusion of single post of Headmaster/Headmistress in recognised Government aided Jr. High/High/Higher Secondary Schools, including Jr. High and High Madrasah and the post of Superintendent recognised Government aided Senior Madrasah from the ***purview of*** reservation Roster.

Ref. : Review petition (C) No. 1749 of 1997 in Civil Appeal Nos. 3175 of 1997 (with Civil Appeal Nos. 2346 of 1981, 2345 of 1981; Special Leave Petition (Civil) Nos. 13148 of 1997, 2892 of 1983, 9252 of 1981), decided on April 17, 1998.

In compliance with the order "that there cannot be any reservation in a single cadre post" passed by the Constitution Bench of the Hon'ble Supreme Court of India in the above noted cases under reference, the Ld. Legal Remembrancer and Ex Officio Principal Secretary of the Government of West Bengal has opined as follows :

"Under the latest decision of the Apex Court even single cadre posts cannot be clubbed together for making the Reservation Rule applicable to such posts. Earlier, clubbing together of all single cadre posts of the same nature and category was possible for making applicable the Reservation Policy.

The post of Headmaster or Assistant Headmaster cannot be put in the same cadre as that of Teachers in any school. Thus, there is no scope legally to include the posts of a Headmaster/Assistant Headmaster in the cadre of Teachers for making the Reservation Policy applicable."

Now, therefore, I am directed by order of Governor to say that Governor is pleased to exclude the post of Headmaster/Headmistress of recognised Government aided Jr. High/High/Higher Secondary Schools, including Jr. High

and High Madrasah and the post of Superintendent of recognised Government aided Senior Madrasah from the purview of the Memo No. 40-TW/SC dt. 22.1.1991 of SC and TW (BCW) Department for filling up of that post with immediate effect.

All concerned are being informed accordingly for taking necessary action at their end.

Sd/- Nikhilesh Das,
Secretary
to the Government of West Bengal,
School Education Deptt.

GOVERNMENT OF WEST BENGAL
LABOUR DEPARTMENT
EMPLOYMENT CELL

No. : 234 (100)-EMP. Dated, Calcutta, the 4th April, 2000.

From : The Principal Secretary, Government of West Bengal.

To : (1) The Principal Secretary/Secretary,
(2) The Commissioner,
(3) The District Magistrate.

Sub. : Model 100-point roster for the Exempted and other Categories with due regard to the statutory provisions for the reservation for Scheduled Castes, Scheduled Tribes, Backward Classes, etc.

In pursuance of the employment policy of the Government and statutory provisions for reservations for the Scheduled Castes, Scheduled Tribes, Backward Classes and Persons with Disabilities the labour Department introduced 100-point roster of vacancies vide Memo No. 500 (100)-EMP, dated 7.10.97 to be followed by the appointing authorities concerned in the matter of filling up of non-PSC direct recruitment vacancies arising in the State Government Establishments, State Government Undertakings, Quasi Government Establishments and Local Authorities. This 100-point roster of vacancies incorporated the roster points statutorily reserved for the Scheduled Castes, Scheduled Tribes and Backward Classes in terms of circular issued by the Backward Classes Welfare Department and also provided for roster points for vacancies reserved for the "Exempted Categories".

After issue of the aforesaid circular of the Labour Department the Backward Classes Welfare Department issued a circular under order No. 134-BCW/RC, dated 25.3.99 revising the points statutorily reserved for the Scheduled Castes, Scheduled Tribes and Backward Classes in terms of which only 2 points i.e. point No. 19 and point No. 59 have been additionally reserved for the Backward Classes while other points reserved for the Scheduled Castes, Scheduled Tribes and Backward Classes remained unchanged.

In view of the aforesaid revision of roster points by the Backward Classes Welfare Department, I am directed to say that the roster points No. 19 and No. 59 as indicated in this Department's Circular letter No. 500 (100)-EMP, dated 7.10.97 be treated as reserved for the Backward Classes with effect from 25.3.99 while other roster points will remain unchanged.

This issue in partial modification of this Department's Circular No. 500 (100)-EMP, dated 7.10.97.

Sd/- N.K.S. Jhala,
Principal Secretary.

GOVERNMENT OF WEST BENGAL
LABOUR DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-700 001

No. : 240-Emp/1M-5/2000 Dated, the 2nd August, 2001.

NOTIFICATION

In exercise of the powers conferred by Section 14, read with Sub-section (b) of Section 3 and Section 13 of the West Bengal Regulation of Recruitment in the State Governments Establishments and Establishments of Public Undertakngs, Statutory Bodies, Government Companies and Local Authorities Act, 1999 (West Bengal Act XIV of 1999) and with due regard to the 100-point roster introduced by the Backward Classes Welfare Department, vide Notification No. 134-BCW/RC dated 25-03-99, in compliance with the provision of the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 (West Bengal Act XXVII of 1976) and West Bengal Commission for Backward Classes Act, 1993 (West Bengal Act I of 1993), the Governor is pleased to prescibe following 100-point roster showing therein the points reserved for the Scheduled Castes, Scheduled Tribes, Backward Classes, persons with disabilities and the Exempted Categories for the guidance of the appointing authorities :

MODEL 100-Point Roster of Vacancies

1st Vacancy	Scheduled Caste
2nd Vacancy	General
3rd Vacancy	General (E. C.)
4th Vacancy	Scheduled Tribe
5th Vacancy	General
6th Vacancy	General
7th Vacancy	Scheduled Caste (E. C.)
8th Vacancy	General
9th Vacancy	Backward Class
10th Vacancy	General (E. C.)
11th Vacancy	Scheduled Caste
12th Vacancy	General (persons with disability)
13th Vacancy	General (E. C.)
14th Vacancy	General
15th Vacancy	Scheduled Caste
16th Vacancy	General (E. C.)
17th Vacancy	General

18th Vacancy	Scheduled Caste
19th Vacancy	Backward Class
20th Vacancy	General (E. C.)
21st Vacancy	Scheduled Caste
22nd Vacancy	General
23rd Vacancy	General (E. C.)
24th Vacancy	Scheduled Tribe
25th Vacancy	General
26th Vacancy	General
27th Vacancy	General (E. C.)
28th Vacancy	Scheduled Caste (E. C.)
29th Vacancy	Backward Class
30th Vacancy	General
31st Vacancy	General
32nd Vacancy	Scheduled Caste
33rd Vacancy	General
34th Vacancy	General (E. C.)
35th Vacancy	General
36th Vacancy	Scheduled Caste
37th Vacancy	General (E. C.)
38th Vacancy	General
39th Vacancy	General (E. C.)
40th Vacancy	Scheduled Caste
41st Vacancy	General
42nd Vacancy	General (Person with disabilities)
43rd Vacancy	Scheduled Tribe (E. C.)
44th Vacancy	General
45th Vacancy	General
46th Vacancy	General
47th Vacancy	Scheduled Caste (E. C.)
48th Vacancy	General
49th Vacancy	Backward Class
50th Vacancy	General (E. C.)
51st Vacancy	Scheduled Caste
52nd Vacancy	General
53rd Vacancy	General (E. C.)
54th Vacancy	Scheduled Tribe
55th Vacancy	General
56th Vacancy	General
57th Vacancy	Scheduled Caste (E. C.)
58th Vacancy	General
59th Vacancy	Backward Class
60th Vacancy	General (E. C.)
61st Vacancy	Scheduled Caste

62nd Vacancy	General
63rd Vacancy	General
64th Vacancy	General (E. C.)
65th Vacancy	Scheduled Caste
66th Vacancy	General
67th Vacancy	General (E. C.)
68th Vacancy	Scheduled Caste
69th Vacancy	Backward Class (E. C.)
70th Vacancy	General
71st Vacancy	Scheduled Caste
72nd Vacancy	General (persons with disability)]
73rd Vacancy	General (E. C.)
74th Vacancy	Scheduled Tribe
75th Vacancy	General
76th Vacancy	General
77th Vacancy	General (E. C.)
78th Vacancy	Scheduled Caste (E. C.)
79th Vacancy	General
80th Vacancy	General
81st Vacancy	General
82nd Vacancy	Scheduled Caste
83rd Vacancy	General
84th Vacancy	General
85th Vacancy	General (E. C.)
86th Vacancy	Scheduled Caste (E. C.)
87th Vacancy	General (E. C.)
88th Vacancy	General
89th Vacancy	Backward Class
90th Vacancy	Scheduled Caste
91st Vacancy	General
92nd Vacancy	General
93rd Vacancy	Scheduled Tribe (E. C.)
94th Vacancy	General
95th Vacancy	General
96th Vacancy	General
97th Vacancy	Scheduled Caste (E. C.)
98th Vacancy	General
99th Vacancy	General
100th Vacancy	General (E. C.)

(E. C. means Exempted Categories)

2. The Governor is also pleased to direct that the reservation for persons with disablities, as provided for under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 shall be implemented as follows :

Each of the (3) Three Points (12th, 42nd and 72nd) of the 100-point roster, reserved for the persons with disablilities shall be filled up by persons suffering from (i) Blindness or low vision, (ii) Hearing impairment and (iii) Locomotor disability or Cerebral Pasly – respectively in order to ensure 1% (one per cent) reservation for each of the three categories of persons with disabilities.

3. The Governor is further pleased to direct that (a) Vacancy in Group – 'C' posts at any point in each "Block of 20-points" of the aforesaid 100-point roster shall be filled up by an Ex-servicemen irrespective of the Category like General/SC/ST/and BC (other than Exempted Category)to which the candidate may belong; (b) vacancy in Group – 'D' post at any point in each "Block of 10-points" of the aforesaid roster shall be filled up by an Ex-serviceman irrespective of the category like General/SC/ST/and BC (other than Exempted Category) to which the candidate may belong.

Ex-Servicemen may be appointed against SC/ST/BC vacancies only if they belong to SC/ST/BC, otherwise they may be appointed against"General" vacancies.

4. All appointing authorities should obtain names from Exempted Category Cell under the Directorate of Employment, West Bengal, to fill up the vacancies meant for Exempted Category candidates in the above roster except the cases of Employment on compassionate ground, viz. death-in-harness and premature retirement due to permanent incapacitation.

5. The relevant Notifications issued by the Finance Department relaxing upper age limits for SC, ST, BC persons with disabilities, ex-servicemen and Exempted Category candidates may be kept in view while calling for names from the sponsoring agencies concerned and at the time of offering employment.

6. As no curtailment of existing percentage of reservation for SC, ST, and BC can be made, the reserved points for SC (E. C.), ST, (E. C.),and BC (E. C.), shall be filled up by the Exempted Category Candidates belonging to SC, ST and BC only. In case of non-availability of a suitable Exempted Category Candidate belonging to SC, ST, or BC for any of such reserved point, the said vacancy shall be filled up by a non-Exempted Category Candidate belonging to SC, ST, or BC, as the case may be.

7. (a) The guidelines contained herein should be followed with immediate effect in respect of all existing and future vacancies coming under the purview of the aforesaid Act.

(b) This supersedes earlier circulars issued by the Labour Department prescribing roster points for filling up aforesaid vacancies.

By order of the Governor,
Sd/- Manish Gupta
Chief Secretary to the Government
of West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(PRIMARY BRANCH)
BIKASH BHAVAN, SALT LAKE,
KOLKATA -91

No. : 1051-SE (Pry) Kol. the 6th August, 2001.

From : Shri A. K. Mukhopadhyay,
O. S. D. & Ex-Officio Dy. Secretary to the
Govt. of West Bengal.

To : The Director of School Education,
West Bengal.

Sub. : Relaxation of upper age limit for 3 years for the candidates belonging to the Backward class/other Backward classes.

The undersigned is directed to inform him that the Memo No. 1092–FBW/MRC-128/2000 dated 5.3.2001 has been issued from Backward class Welfare Department. Wherein it is stated that representations are being received that some of the competent authorities are not receiving applications for other Backward classes Certificates on the ground that the applicants have crossed the age of 40 years or the age prescribed at the max. upper limit in the advertisement issued by the appointing authorities, although such candidates are entitled to get the concession in upper age limit to the extent of 3 years over general candidates as per extent orders. Moreover, some applications have been received by this Department on the above stated issue.

The matter has been considered in proper perspective and it is notified for general information that as per extent G. O. No. 378-F dated 10.1.1997 the upper age limit of the candidates belonging to Backward classes for recruitment to all posts and services under the Govt. or in semi Government organisations has been relaxed by 3 years. A copy of the same is being sent to him for information and circulation.

Enclo : As stated.

Sd/- Sri A. K. Mukhopadhyay
O. S. D. & Ex-Officio Deputy
Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(SECONDARY BRANCH)
BIKASH BHAVAN, SALT LAKE CITY, KOLKATA -91

No. : 488-SE (S)/4A-68/2001 Date : 19-4.-2002.

From : Shri P.K. Bhattacharyya,
Asstt. Secretary to the Govt. of West Bengal.

To : The Headmistress,
RAIPUR GIRLS' HIGH SCHOOL,
Sanghati Colony, P.O. Naktala,
KOLKATA - 700 047.

Sub. : Dereservation of post of Assistant Teacher.

Madam,

I am directed to enclose herewith an extract of notes of B.C.W. Deptt. recorded in this Department File No.: (S)4 A-08/2001 on the subject noted above for your information and necessary action.

Enclo : As stated. Sd/- Shri P.K. Bhattacharyya,
Asstt. Secretary.

No.: 488-1(1)-SE(S), Date : 19.4.2002.

Copy to : Director of School Education, West Bengal, ... for information. This is in reference to his Memo No. 2602-GA dt. 6.11.2001.

Enclo : As stated. Sd/- Shri P.K. Bhattacharyya,
Asstt. Secretary.

Memo No. : 1342(20)-GA / Dated Kolkata, the 28. 05. 2002.

Copy forwarded to the District Inspector of Schools (S.E.), ______________________, P.O.______________________,

Dist.______________________... for information and necessary action.

Sd/- P. Prodhan
28.5.2002
for Director of School Education,
West Bengal,

COPY OF NOTES OF B.C.W. DEPTT.

We may request the School Education Department to advise each school –

(a) to prepare Register of Appointment strictly as per format prescribed in Appendix – I to the West Bengal Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1976 showing all the vacancies (excluding Headmaster) occured and filled up on and from 27. 03. 1990 ; and

(b) to report the reserved vacancy/vacancies to the School Service Commission again for allotment of suitable candidates from the new Panel going to be finalised soon and then to come up with fresh proposal in the event of non-availability of suitable candidate/candidates from the reserved Category.

Sd/- Shri N. Bhattacharyya,
14. 12. 2001.

Action as proposed. While doing so, we should give a copy of our Bengali Booklet on de-reservation procedure and exact points on which the current Register of Appointment has been found to be short of requirement.

Sd/- Shri A. K. Das,
18. 12. 2001.

Booklet in question is placed below.

2. Register of Appointment furnished is prepared in a format other than that prescribed in the said Act.

3. The School Education Department may kindly take action in the line as stated above.

Sd/- Shri N. Bhattacharyya,
18. 12. 2001.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700 091.

No. : 1108-SE (S)/1S-37/2002. Dated, the 12th August, 2002.

From : Shri D. Basu, I. A. S.,
Special Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Reservation of posts for exempted category candidates for recrutitment made by the West Bengal Regional School Service Comission.

The undersigned is directed to refer to his memo no. 1814-GA dated 26. 7. 2002 on the subject mentioned above and to say that in terms of provision of Sub-section (4) of section 1 of the West Bengal Regulation of Recruitment in State Government Establishments and Establishments of Public Undertakings, Statutory Bodies, Government Companies and Local Authorities Act, 1999 (Act XIV of 1999), Labour Department's Circular no. 240-EMP date 2. 8. 2001 and 500-EMP dt. 7. 10. 97 in so far as reservation of exempted category candidates is concerned, are not applicable in respect of the West Bengal Regional School Service Commission constituted under the West Bengal School Service Commission Act, 1997 in respect of any of the regions referred to in sub-section (2) of Section 3 of the said Act (West Bengal Act IV of 1997).

All concerned may be informed accordingly.

Sd/- Illegible,
Assistant Secretary.

Memo No. : 2012(21)-G.A. / Dated Kolkata, the 20. 08. 2002.

Copy forwarded to the District Inspector of Schools (S.E.),
____________________, P.O.____________________,

Dist.____________________ ... ... for information and necessary action.

Sd/-P. Prodhan
20.8.02
for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700 091.

No. : 1524-SE (S)/10M-108/2002. Dated, the 1st November, 2002.

From : Shri D. Basu, I.A.S.,
Special Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Reference of caste names in admission registers of Primary **and Secondary** Schools.

The sending herewith a xerox copy of the letter no. 7/11/2002–GEN dtd–19. 9. 2002 alongwith its enclosure from the National Commission For Sch. Castes & Sch. Tribes, Government of India, the undersigned is directed to say that to facilitate the students in getting their Caste Certificates from the appropriate authority, necessary instructions be issued to all Primary and High School authorities, through the concerned District Inspector of Schools, both Primary & Secondary, for maintaining a column for mentioning castes of the students in their Admission Register.

Enclo : As stated.

Sd/-
Special Secretary.

Memo No. 1038 (40) – Sc/Apt. / 4A – 19P – 2002 Dated, Kolkata the 23rd. July, 2003

Copy forwarded to :–

The Dist. Inspector of Schools (PF/SE) ______________
P.O. ______________, Dist. ______________, with the request to instruct all Head Master/Head Mistress under his jurisdiction for maintaining a column for mentioning castes of the students in their Admission Register.

Sd/- H. N. Ghosh.
22.7.2003
for Director of School Education,
West Bengal.

Memo No. 1038/1(100) – Sc/Apt. Dated, Kolkata the 23rd. July, 2003.

Copy forwarded for information to the :–

1) Jt. Director of School Education ____________, West Bengal., Bikash Bhavan, Salt Lake.

2) Dy. Director of School Education ____________, West Bengal., Bikash Bhavan, Salt Lake.

3) Asstt. Director of School Education ____________, West Bengal., Bikash Bhavan, Salt Lake.

4) Chairman, D.P.S.C. ________, P. O. ________, Dist. ________ ,

5) Chairman, W.B.B.P.E., 84, Sarat Bose Road, Kolkata-26.

6) President, W.B.B.S.E., 77/2, Park Street, Kolkata-16.

7) President, W.B.C.H.S.E., Vidyasagar Bhawan, Salt Lake.

8) President, W.B. of Madrasah, 19, Hazi Md. Mohassin Square, Kolkata-16.

9) Director, Rabindra Mukta Vidyalaya, Bikash Bhawan, 2nd floor, Salt Lake City, Kolkata–91.

Sd/- H. N. Ghosh.
22.7.2003.
for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS, KOLKATA-700 001

No. : 1017-BCW/MR-302/1997 Kolkata, the 21st March, 2003.

From : Shri Pankaj Narayan Samadder, W.B.S.S.,
Assistant Commissioner for Reservation and
ex-officio Assistant Secretary to the
Government of West Bengal.

To : The Principal Secretary/Secretary to the
Government of West Bengal.

Sir,

I am directed to send herewith a copy of the Notification No. 544-BCW dt. 13. 02. 2003 published in the Kolkata Gazette in original for information and necessary action.

I am to request you to take appropriate steps for its being circulated to all establishment under your control.

Yours faithfully,

Sd/- P.N. Sammadder

Assistant Commissioner for Reservation
and ex-officio Assistant Secretary to the
Government of West Bengal.

No. 1017/1-BCW

Copy with the copy of the enclosure forwarded for information guidance and necessary action :–

1) The District Magistrate.
2) The Sub-divisional Officer.
3) The Director, Backward Classes Welfare, West Bengal,
8, Lyons Range, Mitra Buildings, 2nd floor, Kolkata-1.

4) The Director, Cultural Research Institute, P–1/4, C.I.T. Scheme No. VII-M, V.I.P. Road, Kankurgachi, Kolkata-54.

5) The Project Officer-cum-District Welfare Officer/Backward Classes Welfare Officer/District Welfare Officer, Backward Classes Welfare.

6) The Director of School Education, Bikash Bhawan, 7th floor, Salt Lake City, Kolkata-91, he is requested to instruct all the institutions under his control to send the annual report to this Department and also the District Reservation Commissioner within a month after completion of the admission in the prescribed format enclosed herewith.

Sd/- P.N. Sammadder
Assistant Commissioner for Reservation
and ex-officio Assistant Secretary to the
Government of West Bengal.

Kolkata,
the 21st March, 2003.

Memo No. 617(125)–Sc/Apt. / 4A–19P–2002 Dated, Kolkata the 28th. April, 2003

Copy forwarded for information and necessary action to the :–

1) Jt. Director of School Education ———————— West Bengal, Bikash Bhawan, Salt Lake City, Kolkata-91.

2) Dy. Director of School Education ———————— West Bengal, Bikash Bhawan, 7th floor, Salt Lake City, Kolkata-91.

3) Asstt. Director of School Education ———————— West Bengal, Bikash Bhawan, 7th floor, Salt Lake City, Kolkata-91.

4) H.A. ———————— Section, Bikash Bhawan, 7th floor, Salt Lake City, Kolkata-91.

5) District Inspector of Schools (PE/SE) ————————
P.O. ———————— Dist. ————————

6) Chairman, Dist. Pry. School Council ————————
P.O. ———————— Dist. ————————.

Sd/- H. N. Ghosh.
28.4.2003
for Director of School Education,
West Bengal.

Registered No. WB/SC-247

THE
CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Phalguna 2 Friday, February, 21, 2003 Saka 1924

Part 1-Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
WRITERS' BUILDINGS,
BLOCK-I, 2ND FLOOR, KOLKATA-700 001

No. : 544-BCW/MR-302/97 Kolkata, the 13th February, 2003.

NOTIFICATION

I am directed by order of the Governor to say that the matter relating to reservation of seats for admission to educational institutions for candidates belonging to Other Backward Classes was under active consideration of this Government for sometime past. After careful consideration of all aspects in this regard, the Governor is pleased to order as follows :–

1. (a) 7% of the seats shall be reserved for the candidates belonging to other Backward Classes (other than Scheduled Castes and Scheduled Tribes) (hereinafter referred to as 'OBC candidates') in all schools up to Higher Secondary level including the following :–

(i) all Primary schools run by District Primary School Council, Corporation or Municipalities and similar other bodies aided by the Government of West Bengal.

(ii) all Government, Government sponsored and recognised non-Govt. aided Secondary and Higher Secondary Schools.

(b) The reservation for 'OBC candidates' as provided in para (a) above shall be maintained separately for each stream, wherever such stream exists.

(c) While calculating the number of reserved seats for 'OBC candidates' a fraction of 0.5 and above shall be treated as one seat.

2. The reservation provided in para 1 shall not apply to schools which are recognised as minority institutions.

3. A general merit list based exclusively on merit as reflected in the results of the relevant examination/selection test shall be prepared separately for each class/stream in each educational institution to fill up the unreserved seats. Separate merit list for 'OBC candidates' shall be prepared for each class/stream in each educational institution to fill up the seats reserved for the 'OBC candidates'. The 'OBC candidates' who have been placed in the general merit list to fill up unreserved seats shall not be taken into account in the reserved list for 'OBC candidates'.

4. For filling up reserved seats in any stream at Higher Secondary level, candidates belonging to Other Backward Classes, who have secured minimum marks as per relevant regulation for admission to any such stream as may be prescribed by the West Bengal Council of Higher Secondary Education shall be given admission forms by the educational institutions for any such stream.

5. For the purpose of allotment of stream at the Higher Secondary level when ther is dearth of adequate number of seats in relation to number of 'OBC candidates' opting for the stream, the 'OBC candidates' in the unreserved merit list shall be placed respectively at the top of the reserved list for 'OBC candidates'. Thereafter, allotment of stream to 'OBC candidates' placed in the general merit list and those placed in reserved lists shall be made on the basis of their inter-semerit and their options against the reserved seats plus those unreserved seats earmarked for 'OBC candidates' included in the general merit list.

6. Seats reserved for 'OBC candidates' and remaining unfilled even after following the instructions laid down in the previous paragraphs may be filled up by general candidates after obtaining necessary clearance from the District Magistrate / Commissioner / Joint Commissioner for reservation, Backward Classes Welfare Department in the manner laid down in this department's memorandum No. 1032 (73) — BCW dt. the 7th May, 1999.

7. The head of each educational institutions shall submit an Annual Return on admission of students into various classes in that institution to the respective District Magistrate and ex officio District Commissioners for Reservation in each of the institutions located outside the district of Kolkata and to the Joint Commissioner for Reservation and ex-officio Joint Secretary to the Government of West Bengal, Backward Classes Welfare Department, in case of institutions located in the district of Kolkata by 31st December each year in such form as may be prescribed by the Government.

This order shall come into force at once.

By order of the Governor
Sd/- Barma,
Principal Secy, to the Govt. of
West Bengal.

ITEM NO. 5

RECRUITMENT OF ASSISTANT TEACHERS THROUGH W.B.S.S. COMMISSION

Registered No. WB/SC-247 No. WB/(Part-III).97/SAR-6

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Chaitra 11 Tuesday, April 1, 1997 Saka 1919

PART III — Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL
LAW DEPARTMENT
Legislative

NOTIFICATION

No. 936-L. — 1st April, 1997, — The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information :

West Bengal Act IV of 1997

THE WEST BENGAL SCHOOL SERVICE COMMISSION ACT, 1997.

[*Passed by the West Bengal Legislature.*]

[Assent of the Governor was first published in the *Calcutta Gazette, Extraordinary*, of the 1st April, 1997.]

An Act to provide for the constitution of Regional School Service Commissions and a Central School Service Commission in West Bengal and for matters connected therewith or incidental thereto.

WHEREAS it is expedient to provide for the constitution of Regional School Service Commissions and a Central School Service Commission in West Bengal and for matters connected therewith or incidental thereto;

It is hereby enacted in the Forty-eighth Year of the Republic of India, by the Legislature of West Bengal, as follows :—

Short title and commencement

1. (1) This Act may be called the West Bengal School Service Commission Act, 1997.

(2) It shall come into force on such date as the State Government may, by notification, appoint.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) "Board" means the West Bengal Board of Secondary Education established under the West Bengal Board of Secondary Education Act, 1963;

The West Bengal School Service Commission Act, 1997.

(Section 2.)

(b) "Board of Madrasah" means the West Bengal Board of Madrasah Education established under the West Bengal Board of Madrasah Education Act, 1994; WB Act XXXIX of 1994.

(c) "Central Commission" means the West Bengal Cental School Service Commission constituted under section 3;

(d) "Chairman" means the Chairman of the Commission;

(e) "Commission" means the Central Commission or the Regional Commission;

(f) "Council" means the West Bengal Council of Higher Secondary Education established under section 3 of the West Bengal Council of Higher Secondary Education Act, 1975; WB Act VIII of 1975.

(g) "Headmaster" or "Headmistress" means the head of the teaching staff of a school, by whatever name he or she may be designated;

(h) "Madrasah" means an educational institution imparting instruction in —

(i) High Madrasah Education System within the meaning of sub-clause (i), or

(ii) Senior Madrasah Education System within the meaning of sub-clause (ii),

of clause (g) of section 2 of the West Bengal Board of Madrasah Education Act, 1994,

and includes a Junior High Madrasah.

Explanation — "Junior High Madrasah" shall have the same meaning as in clause (e) of section 2 of the West Bengal Board of Madrasah Education Act, 1994;

(i) "member" means a member of the Commission, and includes the Chairman;

(j) "notification" means a notification published in the *Official Gazette*;

(k) "prescribed" means prescribed by rules made under this Act;

(l) "Regional Commission means the West Bengal Regional School Service Commission constituted under section3;

(m) "regulations" means the regulations made by the Central Commission under this Act;

(n) "school" means a recognised non-Government aided —

(i) secondary school, or educational institution, or part or department of such school or institution, imparting instruction in a secondary education, or

(ii) higher secondary school, or educational institution (other than a college), or part or department of such school or institution, imparting instruction in higher secondary education, or

(iii) Madrasah,

and includes a sponsored school.

Explanation I. — "Recognised" with its grammatical variations, used with reference to a school, shall mean —

(a) recognised or deemed to have been recognised under the West Bengal Board of Secondary Education Act, 1963, or WB Act V of 1963.

(b) recognised under the West Bengal Council of Higher Secondary Education Act, 1975, or

(c) recognised or deemed to have been recognised under the West Bengal Board of Madrasah Education Act, 1994.

Explanation II. — "Aided" with its grammatical variations, used with reference to a school, shall mean aided by the State Government in the shape of financial assistance towards the basic pay of the teachers of that school.

Explanation III. — "Basic pay" shall mean the monthly pay of a teacher of a school which corresponds to a stage in the time-scaleof pay of the post held by the teacher in that school.

Explanation IV. — "Secondary Education" shall have the same meaning as in clause (1) of section 2 of the West Bengal Board of Secondary Education Act, 1963. WB Act V of 1963.

Explanation V. — "Higher Secondary Education" shall have the same meaning as in clause (d) of section 2 of the West Bengal Council of Higher Secondary Education Act, 1975/ WB Act VIII of 1975.

Explanation VI. — "Sponsored School" shall mean a school declared as a sponsored school by the State Government by notification;

(o) "Secretary" means the Secretary of the Commission;

(p) "Teacher" means an Assistant Teacher or any other person, holding a teaching post of a school and recognised as such by the Board or the Council or the Board of Madrasah, as the case may be, and includes the Headmaster or the Headmistress.

Constitution of Commission

3. (1) The State Government shall, with effect from such date as it may, by notification, appoint, constitute —

(a) a Central Commission by the name of the West Bengal Central School Service Commission, and

(b) a Regional Commission by the name of the West Bengal Regional School Service Commission, in respect of each of the regions referred to in sub-section (2).

(2) For the purpose of clause (b) of sub-section (1), the territory of the State of West Bengal shall comprise four regions to be called the Eastern Region, the Southern Region, the Western Region and the Northern Region; each such region shall comprise such district or districts or part of a district as the State Government may, by notification, determine, and the territorial jurisdiction of a Regional Commission shall be construed accordingly.

Explanation I. — Calcutta as defined in clause (9) of section (2) of the Calcutta Municipal Corporation WB Act LIX of 1980.

Act, 1980, shall, for the purposes of this Act, be deemed to be a district.

Explanation II. — Part of a district shall ordinarily mean a sub-division, or two or more, but not all, sub-divisions taken together, of that district as may be specified in the notification under this sub-section :

Provided that if the area of a district, or any part of a district, other than Calcutta, overlaps any part of the area included in Calcutta, such overlapping area shall be excluded from the territorial jurisdiction of the Regional Commission in respect of such district and shall be included within the territorial jurisdictin of the Regioinal Commission in respect of Calcutta.

(3) The State Government may, at any time, by notification enlarge or reduce the territorial jurisdiction of a Regional Commission constituted under clause (b) of sub-sention (1).

(4) (a) The Commission shall consist of five members of whom one shall be the Chairman.

(b) Of the five members as aforesaid, one shall be a person who, not being an educationist, occupies or has occupied, in the opiniion of the State Government, a position of eminence in public life or in judicial or administrative service, and the others shall have teaching experience, either as a Teacher of a University or as a Principal of a college for a period of not less than ten years, or as a teacher, other than Principal of a college, or as a Headmaster or Headmistress, for a period of not less than fifteeen years.

The West Bengal School Service Commission
Act, 1997.
(Section 4-8)

Appointment and terms and conditions of Service of members

4. (1) (a) The Chairman and other members shall be appointed by the State Government.

(b) The Chairman and other members shall hold office for a term of four years :

Provided that a person who has held office as Chairman or other members shall, on the expiration of the term of his office, be eligible for further appointment as Chairman or other member :

Provided further that no person who has attained the age of sixty-two years shall be eligible to hold office as Chairman or other member.

(2) If the office of the Chairman or any other member becomes vacant by reason of resignation or otherwise or if the Chairman is, be reason of absence

or for any other reason, unable to perform the duties of his office, then, until a Chairman resumes his duties, as these may be, the duties of the Chairman or the other member, as the case may be, shall be performed by such other member as the State Government may appoint in this behalf.

(3) The Chairman or any other member may resign his office by writing under his hand addressed to the State Government, but he shall continue in office until his resignation is accepted by the State Government.

(4) (a) The office of the Chairman shall be whole-time; the other members shall be hononary.

(b) The salary of the Chairman and the honorarium of the other members shall be such as may be determined by the State Government.

(c) Subject to the foregoing provisions of this sub-section, the other terms and conditions of service of the Chairman and other members shall be such as may be prescribed.

Removal of member

5. The State Government may, after making inquiry in such manner as may be prescribed, removed the Chairman or any other member from his office on the ground of —

(a) misconduct involving moral turpitude, or
(b) insolvency, or
(c) infirmity of body or mind.

Staff of Commission

6. (1) The staff of the commission shall consist of —

(a) a Secretary who shall be appointed by the State Government, and
(b) such other employees as the Commission may, with the previous approval of the State Government, appoint from time to time.

(2) The salary of the Secretary and of the other employees of the Commission shall be such as may be determined by the State Government.

(3) The other terms and conditions of service —

(a) of the Secretary shall be such as may be prescribed, and
(b) of the other employees of the Commission shall be such as may be provided for by regulations.

Functions of Regional Commission

7. Notwithstanding anything contained in any other law for the time being in force or in any contract, custom or usage to the contrary, it shall be the duty of the Regional Commission to select persons for appointment to the posts of Teachers in schools within its territorial jurisdiction.

Manner and Scope of Selection of persons and procedure for conduct of business of Commission

8. (1) The manner and scope of selection of persons for appointment to the posts of Teachers shall be such as may be prescribed.

(2) The procedure for the conduct of business of the Commission shall be such as may be provided for by regulations.

Effect of recommendation of commission

9. (1) Notwithstanding anything contained in any other law for the time being in force or in any contract, custom or usage to the contrary, appointments to the posts of Teachers in a school shall be made by the managing committee, by whatever name called, or by the ad hoc committee, or by the administrator, if any (where there is no managing committee), of that school on the recomemndation of the Regional Commission having jurisdiction.

(2) Any appointment of a Teacher made on or after the commencement of this Act in contravention of the provisions of this Act shall be invalid and shall have no effect and the Teacher so appointed shall not be a Teacher within the meaning of clause (p) of section 2.

Protection of Teachers

10. Notwithstanding anything contained elsewhere in this Act, the terms and conditions of service of Teachers in the employment of a school immediately before the commencement of this Act shall not be varied to the disadvantage of such Teachers in so far as such terms and conditions relate to the appointment of such Teachers to the posts held by them immediately before the commencement of this Act.

Power of Commission to call for records etc.

11. The Commission may call for any record, report or other information from any school or the Board or the Council or the Board of Madrasah if, in its opinion, such record, report report or other information is necessary for efficient discharge of its functions, and the school or the Board or the Council or the Board of Madrasah, as the case may be, shall furnish such record, report or other information to the Commission.

Report of Central Commission done

12. It shall be the duty of the Central Commission to present annually to the State Government a report as to the work down by the Central Commission and each Regional Commission and, on receipt of such report, the State Government shall cause a copy thereof to be laid before the State Legislature.

Members etc. to be public servants.

13. The Chairman and other members and persons appointed under this Act shall, while acting or purporting to act under this Act, be deemed to be public servants within the meaning of section 21 of the Indian Penal Code. 45 of 1860

Validation. **14.** The proceedings of the Commission shall not be invalid by reason of any vacancy in the office of the Chairman or any other member.

Act not to apply in relation to certain schools.

15. The provisions of this Act shall not apply to —

(a) a school established and administered by a minority, whether based on religion or language, or

(b) a school under any trust, established and administered by a minority, whether based on religion or language, or

(c) a school not in receipt of any financial assistance from the State Government, or

(d) a school in receipt of a financial assistance from the State Government towards dearness allowance only of Teachers of such chool, or

(e) a Government school.

Explanation. — "Government school" shall mean a school maintained and managed by the State Government or the Government of India or the Railway Board under the Ministry of Railway, Government of India.

Functions of Central Commission

16. (1) The Central Commission shall monitor, supervise, control and co-ordinate the activities of the Regional Commission which shall be subordinate to the Central Commission.

The West Bengal School Service Commission Act, 1997.

(Section 17-21.)

(2) The Central Commission may call for any record, report or other information from a Regional Commission if, in the opinion of the Central Commission, such record, report or other information is necessary for efficient discharge of its functions, and the Regional Commissiion shall furnish such record, report or other information to the Central Commission.

(3) It shall be the duty of the Central Commission to advise the State Government on such matters as may be referred to it by the State Government.

Power to make rules

17. (1) The State Government may, by notification, make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters :—

(a) the terms and conditions of service of the Chairman and other members under clause (c) of sub-section (4) of section 4;

(b) the manner in which an inquiry is to be made for removal of the Chairman or any other member under section 5;

(c) the terms and conditions of service of the Secretary under clause (a) of sub-section (3) of section 6;

(d) the manner and scope of selection of persons for appointment to the posts of Teachers under sub-section II) of section 8;

(e) any other matter which may be, or is required to be, prescribed.

Power to make regulations.

18. (1) The Central Commission may, with the previous approval of the State Government, make regulations, not inconsistent with the provisions of this Act or the rules made thereunder, for discharging the functions of the Commission under this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters :—

(a) the terms and conditions of service of the employees of the Commission under clause (b) of sub-section (3) of section 6;

(b) the procedure for the conduct of business of the Commission under sub-senction (2) of section 8.

Directions by State Govt.

19. In the discharge of its functions of the Commission shall be guided by such directions as may be given to it by the State Government from time to time in conformity with the provisions of this Act.

Dissolution of Commission

20. (1) If the State Government is of the opinion that the Commission has failed to discharge its functions under this Act in accordance with the provisions of this Act, the State Government may, by an order published in the *Official Gazette*, and stating the reasons therefor, dissolve the Commission with effect from such date as may be specified in the order.

(2) Upon the dissolution of the Commission under sub-section (1), all the members of the Commission shall be deemed to have vacated their respective offices with effect from the date of such dissolution.

(3) The State Government may, at any time after the dissolution of the Commission under sub-section (1), reconstitute the Commission in accordance with the provisions of this Act.

Repeal. W.B. Ord. VIII of 1996

21. The West Bengal School Service Commission Ordinance, 1995, is hereby repealed.

By Order of the Governor,

S. MAITRA,

Special Officer & ex-officiio

Jt. Secy. to the Government of West Bengal

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/97/3057

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Kartika 10 Saturday, November 1, 1997 Saka 1919

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 863-SE (S) / 1S-4/97 Dated, Calcutta the 3rd October, 1997.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*), and in particular by clause, (*a*), (*b*), (*c*), (*d*), and (*e*), of sub-section (*2*), of section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) the Governor is pleased hereby to make the following rules.

RULES

1. (*1*) These rules shall be called the West Bengal School Service Commission Rules, 1997.

   (2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definations :**

   (*a*) the 'Act' means the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997);

   (*b*) other words and expressions used in these rules shall have the same meaning as in the Act.

3. (*1*) The Chairman of the Central Commission shall have a fixed pay of Rs. 7300 plus usual allowances as are admissible to State Government officers drawing the same pay, or the pay drawn

before retirement per month less the amount of pension, if any, he is in receipt of, whichever is higher. A serving employee who elects to draw his grade pay in a time scale at his option in the post of Chairman may be allowed to draw usual increment in that time scale but no increment would be admissible, if the pay reaches the maximum of Rs. 7300.

(2) The Chairman of the Regional Commission shall have a fixed pay of Rs. 6,700 plus usual allowances as are admissible to State Government officers drawing the same pay, or the pay drawn before retirement per month less the amount of pension, if any, he is in receipt of, whichever is higher. The serving employee who elect to draw his grade pay at his option in the post of Chairman may be allowed to draw usual increment in that time-scale, but no increment shall be admissible, if the pay reaches the maximum of Rs. 6700.

(3) In either of the cases referred to in sub-rule *(2)* and sub-rule *(3)*, an pensioner may draw his last pay and allowances, keeping the drawl of pension in abeyance.

(4) The Chairman of the Central Commission as well as of the Regional Commission may draw, at his option, the pay last drawn by him in his previous employment immediately preceeding his employment in the Commission, with benefit of usual increment in the relevant scale of pay or the fixed pay as may be determined under sub-rule *(1)* or sub-rule *(2)* as the case may be, whichever is higher.

(5) Other members of the Commission shall have an honorarium of Rs. 100 per day per head for attending the office of the Commission for transaction of any official business.

(6) Travelling allowance and other related allowances shall be admissible to the Chairman and other members of the Commission at the reates applicable to a group A employee of the State Government in the pay range of Rs. 5100 or above.

(7) For the purpose of travelling allowance or other allowances, the Chairman of the Central Commission or the Regional Commission, as the case may be, shall be the Controlling Officer for himself and for other members of the Commission.

4. (1) If the Government considers it necessary to conduct an inquiry into any allegation of misconduct involving moral turpitude against the

Chairman of the Commission, it shall appoint an inquiring authority.

(2) While holding the inquiry, the inquiring authority

(*a*) shall follow the principles of natural justice;

(*b*) may call for any record or document in possession of the Commission and the Secretary of the Central Commission or the Regional Commission, as the case may be, shallpresent or casue to present such records and documents before the inquiring authority;

(*c*) shall provide a reasonable opportunity to the charged Chairman of being heard and adducing his defence.

(*3*) may, if charges are framed and served upon the Chairman, the charged chairman may be kept out of his office. If the situation so demands, the charged Chairman may be placed under suspension.

(*4*) the inquiring authority shall report its findings on each of the articles of charge to the State Government.

(*5*) on receipt of the report of inquiry, the State Government shall consider the same and pass appropriate orders.

5. (*1*) In case of an allegation involving insolvency referred to in Clause (*b*) of section 5 of the Act, the order passed by an appropriate court declaring the Chairman insolvent, shall be binding on the State Government.

Provided that during the pendency of an appeal against any order of any lower court declaring the Chairman insolvent, the State Government may, after making necessary inquiry, suspend the Chairman till the disposal of the said appeal petition and shall pay, during the period of such suspension, half of the pay admissible to the Chairman;

Provided further that on disposal of the said appeal petition, the state Government shall, after making necessary inquiry, pass appropriate orders including an oder on the admissibility of full pay for the period spent on suspension.

(2) In the case of an allegation involving infirmity of the body or mind referred to in clause (c) of section 5 of the Act, the State Government may constitute a Medical Board consisting of at least three medical experts on the relevant aspect of infirmity and shall, on due consideration of the advice of such Medical Board, pass appropriate orders.

6. *(1)* The post of Secretary of the Commission shall be filled up by deputation of an officer of the State Government in the appropriate scale of pay, or by appointment of an officer who has retired from service under the State Government, in the appropriate scale of pay less the amount of pension if any, provided that no person who has attained the age of sixty-two years shall be appointed as Secretary.

(2) The post of Secretary shall be equivalent to a post of Joint Secretary to the State Government in the case of the Central Commission and Deputy Secretary to the State Government in the case of Regional Commissioin in the appropriate scale of pay and special pay as may be admissible tothe post of Joint Secretary, or Deputy Secretary, to the State Government, as the case may be.

(*3*) The rules of the lending authority as applicable to the officer appointed as Secretary of the commission on deputation shall continue to be applicable to him in respect of all service matters including disciplinary action.

(*4*) In the case of disciplinary action, the Commissiion shall report the allegations against the Secretary to the lending authority with the request to take appropriate action and shall abide by the advice of the lending authority.

(*5*) In the case of an officer appointed as Secretary otherwise than on deputation, all rules applicable to the officer while he was in service in the State Government shall continue to be applicable and shall be administered by the School Education Department.

(*6*) The terms and conditions of deputation of Secretary shall be determined by the lending authority in consultation with the borrowing authority, who shall initiate the process.

7. *(1)* The State Governemnt in the School Education Department shall lay down the procedure for recruitment of teacher, headmaster and headmistress, including, inter-alia, the essential and/or desirable educational and other qualifications, age, experience and other requirements.

(2) Every school shall report the vacancies as on the date of report and as will arise upto the second day of next January to the Regional Commission with a copy to the District Inspector of Schools (Secondary Education) who shall scrutinise the same and forward it to the Regional Commission with or without modifications, as may be necessary, within a month of receipt thereof. In case of

delay in receipt of the recommendation of the district Inspector of Schools (Secondary Education), the Commission may take final decision on the basis of the guidelines of the Government without consulting the requisition of the school or the recommendations of the District Inspector of Schools.

(*3*) In reporting the vacancies as aforesaid, the school shall follow the 100-point roster as prescribed for direct recruitment by the Department of Schedule Castes and Tribes Welfare of the State Government and shall indicate the position of each vacancy in the said 100-point roster.

8. The Secretary shall be the appointing authority in respect of employees, other than Group-A and the Chairman shall be the appointing authority in respect of Group 'A' employees.

9. The Central Commission and each of the Regional Commission shall have a fund under the name and style of Central School Service Commission Fund or Regional School Service Commission Fund, as the case may be, (hereinafter referred to as the Fund) where all sums receivable by the Commission shall be credited.

10. All sums payable to the credit of the Fund shall forthwith be paid into the State Bank of India or any branch thereof and all cheques drawn on the Fund shall be signed by the Chairman or by such other persons as may be authorised by him in writing in this behalf.

11. (*1*) Excepting the payment of salaries, all personal claims of the employees of the Commission exceeding Rs. 10,000 shall be paid by account payee cheque only. Such payment upto Rs. 10,000 may, at the option of the concerned employee, be paid in cash or by bearer cheque.

(2) All payments to the suppliers/contractors and the persons not in service in the Commission involving an amount exceeding Rs. 550 shall be made by account payee cheque only.

12. Powers to accord financial sanction to expenditure for discharging the functions on behalf of the Commission shall be regulated by the orders/rules of delegation made by the State Government.

13. The annual accounts of the Commission prepared in the prescribed form shall be audited by the Auditors appointed by the State Government and the Commission shall forward the audited report with auditor's observation to the State Government by the 30th November of the financial year following the financial year to which it relates.

14. *(1)* The budget of the Commission shall be prepared in the form prescribed by the State Government showing, in details, the receipts and expenditure of the Commission in separate columns as specified below :

(i) Actuals of the last financial year;

(ii) Budget estimates of the current financial year;

(iii) Revised estimate for the current financial year and

(iv) Budget estimate for the next financal year.

15. *(1)* In the case of any doubt or difficulty in implementing any provisions of the Act or these rules, the decision of the State Government interpreting the said provision shall be final.

(2) The State Government may, from time to time, issue instruction, not inconsistant with the provisions of the Act and these rules, on any matter relating to the proper function of the Commission.

By Order of the Governor,

NIKHILESH DAS

Secretary to the Government of West Bengal.

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/98/4068

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Pousa 25] Thursday, January 15, 1998 [Saka 1919

Part 1-Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasur y, etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 14-SE (S) / IS-6/97 Dated, Calcutta, the 8th January, 1998.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*), of section 8, read with sub-section (*1*), and in particular clause (*d*) of sub-section (*2*), of section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and sub-rule (*1*) of rule 7 of the West Bengal School Service Commission Rules, 1997, the Governor is pleased hereby to make the following procedure :

PROCEDURE

1. (*1*) These procedures shall be called the procedure for selection of persons for appointment to the posts of Teachers of Schools recognised by the West Bengal Board of Secondary Education or the West Bengal Council of Higher Secondary Education or the West Bengal Board of Madrasah Education, as the case may be,

2. They shall come into force on the date of their publication in the *Official Gazette*.

3. Post-wise eligibility criteria shall be as follows :

Name of Post :

A. Headmaster/Headmistress of High/Higher Secondary Schools and High Madrasah.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :** Master/Honours (Regular) Degree with degree in Bachelor in Teaching/Bachelor in Education/Post-Graduate Basic Training from any recognised University or any training recognised by the Government or West Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training; 10 years' continuous teaching experience in approved service in a Higher Secondary/High School/High Madrasah recognised by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/West Bengal Board of Madrasah Education on the date of advertisement.

(*iv*) **Age :** There shall be no restriction of upper age for appearing at examination for selection for appointment to the above posts.

B.Headmaster/Headmistress of Junior High School/Junior High Madrasah.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :**

(a) Master/Honours (Regular/Special) Degree with degrees in Bachelor of Teaching/Bachelor in Education/Post-Graduate Basic Training from any recognised University or any training recognised by the Government of West Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training;

(b) 5 years' continuous teaching experience in approved service in a Higher Secondary School/High School/Junior High School/High Madrasah recognised by the West Bengal Council of Higher Secondary Education/ The West Bengal Board of Secondary Education/West Bengal Board of Madrasah Education on the date of advertisement.

(*iv*) **Age :** There shall be no restriction of upper age for appearing at examination for selection for appointment to the above posts.

C. Superintendent of Senior Madrasah.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :**

(*a*) Mumtazul Mahaddothin/Mumtazul Fuqah/Mumtazul udaba with Graduate/Master Degree from any recognised University with degree in Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognised University or any training recognised by the Government of West Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training;

(*b*) 10 years' continuous teaching experience in approved services in a High School/Higher Secondary School/High Madrasah recognised by the West Bengal Board of Secondary Education/West Bengal Council of Higher Secondary Education/West Bengal Board of Madrasah Education on the date of advertisement.

(*iv*) **Age :** There shall be no restriction of upper age for appearing at examination for selection for appointment to the above posts.

D. Assistant Teacher of High School/High Madrasah.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :**

(*a*) **Essential :** Bachelor degree from any recognised University.

(*b*) **Desirable :** Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognised University.

(*iv*) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 35 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates.

There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts.

E. Assistant Teacher of Junior High School/Junior High Madrasah.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :**

(a) **Essential :** Bachelor degree from any recognised University.

(b) **Desirable :** Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognised University or any training from any training recognised by the Government of West Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training.

(*iv*) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 35 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates.

There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts.

F. Assistant Teacher of Senior Madrasah.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :**

(a) **Essential :** Bachelor degree from any recognised University.

(b) **Desirable :** Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognised University or any training from any training recognised by the Government of West Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training.

(*iv*) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 35 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates.

There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts.

G. Assistant Teacher of Higher Secondary School.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :**

(a) **Essential :** Bachelor degree with Honours (Regular/Special/ Condensed) or Bachelor degree with Proficiency Certificate from any recognised University.

(b) **Desirable :** Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training from any recognised University or any training recognised by the Government of West Bengal as equivalent to Bachelor of Teaching/Bachelor of Education/Post-Graduate Basic Training.

(*iv*) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 35 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates.

There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts.

H. Assistant Teacher for Work Education :

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :**

(a) Bachelor degree with Post-Graduate Basic Training or Bachelor degree with Work Education as Method subject at Bachelor of Education level :

OR

(b) Technical degree or diploma such as L.M.E., L.C.E.;

OR

(c) Diploma in three-year degree course in Home Science;

OR

(d) Bachelor of Science in Agriculture;

OR

(e) School Final/Madhyamik/Higher Secondary with degree or diploma in Art and Craft recognised by the State Government/University;

OR

(f) Bachelor degree along with certificate in Tailoring/Lady Brabourne needle work (3-year course)/Diploma in other craft training recognised by the State Government.

(*iv*) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 35 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates.

There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts.

I. Assistant Teacher in Physical Education.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :** Bachelor degree with Degree/Diploma in Physical Education from any recognised University.

(*iv*) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 35 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates.

There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts.

J. Assistant Teacher for Classical Language in Senior Madrasah.

(*i*) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal Regional School Service Commission of the concerned region.

(*ii*) **Eligibility :** Citizen of India.

(*iii*) **Qualifications :** Fazil and Kamil/Mumtazul Mahaddethin/Mumtazul Faqah/Higher Secondary with Urdu or Bengali, as the case may be, from the West Bengal Board of Madrasah Education or West Bengal Council of Higher Secondary Education.

(*iv*) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 35 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates. For an undergraduate teacher, minimum age shall not be less than 18 years.

There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts.

4. **Selection Procedure :** Selection of candidates for the post of Teacher/ Headmaster/Headmistress/Superintendent of Senior Madrasah shall be made in the following manner :

(*a*)	Written Test	:	60 marks
(*b*)	Academic qualifications including professional qualifications	:	30 marks
(*c*)	Personality Test (Interview including oral test for teaching aptitude)	:	10 marks
			100 marks

5. In the case of short-term vacancies such as deputation vacancies/maternity leave/medical leave/vacancy due to grant of lien, the Managing Committee/Ad hoc Committee/Administrator of the School shall furnish a list of eligible candidates through the concerned District Inspector of Schools (Secondary Education) to the concerned Regional School Service Commission. The

Regional School Service Commission shall then prepare a panel of three candidates, single candidate in the case of reserved vacancy if the required number of candidates are not available in order of merit, on the basis of academic and professional qualifications and interview, and shall forward the name of the first candidate of the panel to the school with intimation to the candidate and the concerned District Inspector of Schools (Secondary Education). The school shall then issue order of appointment to the candidate by Registered Post with Acknowledgement Due within 15 days from the date of receipt of the Commission's recommendation.

6. In the case of appointment on compassionate ground from death-in-harness category, each District Inspector of Schools (Secondary Education) shall maintain a Roster of such candidates as per prevalent procedure and forward the names to the respective Regional School Service Commission from time to time. The Regional School Service Commission shall prepare panels subject-wise and category-wise from amongst those candidates in order of merit on the basis of academic qualifications. The Regional School Service Commission shall forward the name of a suitable candidate from death-in-harness category to the concerned school with intimation to the concerned candidate and the District Inspector of Schools (Secondary Education). The school shall then issue order of appointment to the candidate within one month from the date of receipt of the Commission's letter forwarding the name.

7. For filling up of the post of Assistant Headmaster/Headmistress of any High/Higher Secondary School/High Madrasah, the Managing Committee/ Ad hoc Committee/Administrator shall send the names of at least three eligible and approved teachers of the school in the case of the vacancy for general category and at least one name of eligible and approved teacher in the case of the vacancy for reserved category, to the concerned Regional School Service Commission through the concerned District Inspector of Schools (Secondary Education). The District Inspector of Schools (Secondary Education) shall forward the names/name to the concerned Regional School Service Commission. The Regional School Service Commission shall, then, prepared a panel of three candidates, and at least one single candidate in the case of reserved vacancy, if the required number of candidates are not available in order of merit, on the basis of academic and professional qualifications, and shall recommend the name of the first candidate of the panel to the school with intimation to the candidate and the concerned District Inspector of Schools (Secondary Education).

The School then issue order of appointment to the candidate by Registered Post with Acknowledgement Due within 15 days from the date of receipt of the Commission's recommendation.

8. In the case of any doubt or difficulty in implementing any provisions of these procedures, the matter shall be referred to the State Government by the Commission and the decision of the State Government thereon shall be final and binding.

By order of the Governor,

Nikhilesh Das

Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-91

No. : 600-SE (S) / 1 S-6/97 Dated Calcutta, the 18th August, 1998.

ORDER

WHEREAS it has come to the notice of the Government in the School Education Department that a difficulty has arisen in implementing the provision of procedure 5 issued under Notification No. 14-SE (S)/1 S-6/97 dated 8th January, 1998 for selection of candidates in the case of filling up of short-term vacancies in the High School/Higher Secondary School/High Madrasah;

AND WHEREAS it has become expedient to remove the difficulties as aforesaid;

NOW, THEREFORE, in exercise of the power conferred by procedure 8 of the procedure for selection of persons for appointment to the posts of teachers of Schools recognised by the West Bengal Board of Secondary Education or the West Bengal Council of Higher Secondary Education or the West Bengal Board of Madrasah Education, as the case may be, the Governor is pleased hereby to decide as follows :

1. The Managing Committee/Ad hoc Committee or Administrator of the School shall invite applications through public notice board of the concerned school, concerned office of District Inspector of Schools (Secondary Education), Block Development Office, Sub-Divisional Office, District Magistrate, Chairman of the Municipality, Commissioner of the Corporation, Sabhapati of Panchayet Samity, Sabhadhipati of Zila Parishad, Regional School Service Commission and Central School Service Commission with the following particulars :

(a) Name and address of the School;

(b) Name of the short-term vacant post;

(c) The Nature of such vacancy with period;

(d) Category of post (General/Reserved);

(e) Age;

(f) Eligibility;

(g) The required academic and professional qualifications for the post;

(h) Other particulars relevant for filling up of such vacancy;

(i) Last date of submitting the application.

2. The Managing Committee/Ad hoc Committee or Administrator of School shall adopt the eligibility, academic and professional qualifications and age, specified for the different posts in accordance with the procedure issued under Notification No. 14-SE (S)/1S-6/97, dated the 8th January, 1998 for inviting applications through Public Notice Board as mentioned above. The academic and professional qualification shall be the same as provided in the procedure for recruitment to the post.

3. On receipt of the application within the date fixed, the Managing Committee/Ad hoc Committee or Administrator of the School shall prepare a short list up to 5th position on the basis of academic and professional qualifications and distribution of the marks prescribed in the Table below. The short list shall be the list of eligible candidates for sending to the concerned Regional School Service Commission through the concerned District Inspector of Schools (Secondary Education) as required in procedure 5 in the case of short term vacancies.

4. For making short list, the distribution of marks on academic qualifications including professional qualifications and interview for the short-term vacant posts shall be different from that of regular posts and it shall be 20 (twenty) marks for academic qualification including professional qualification and 5 (five) marks for interview.

TABLE

(Post meant for Teacher : Pass Graduate; Full marks : 20)

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	School Final/ Madhyamik or its equivalent/ Alim.	4	4	3	2	(Alim, Fazil, Kamil, M.M. etc. shall be considered as admissible qualifications for teaching posts in Madrasah)
2.	Higher Secondary (+2 stage)/Pre-University/Intermediate/University Entrance/Fazil for Jr. High Madrasahs.	4	4	3	2	
3.	Old H.S. (W.B.Sl.1 and Sl. 2 or Sl.3)	8	8	6	4	
4.	Bachelor's Degree in Pass Course or Kamil or M.M. (M.F. old course).	8	8 60% and above	6 45% above but below 60%	4 Below 45%	
5.	Degree or Diploma in Teachers Trg. (B.T./B.Ed./P.G. B.T./D.G.B.T. or its equivalent).	4	4	3	2	

TABLE

(Post meant for Teacher : Hons./Post Graduate; Full marks : 20)

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	School Final/ Madhyamik or its equivalent/Alim.	4	4	3	2	
2.	H.S. (+2stage) P.U./ U.E./Intermediate/	4	4	3	2	
	Fazil or old H.S.	8	8	6	4	
3.	Hons.Graduate (Regular)	4	4	3	2	(4 marks for 1st Class,3 marks for 2nd Class & 2 marks for Spl.Hons. Condensed Hons./ proficiency certificate holder)
4.	Pass Graduate Kamil, M.M./M.P. (old course)	1 mark (fixed)				
5.	Post Graduate Degree	4	4	3	2	
6.	Degree or Diploma in Teachers' Trg. (B.T./ B.Ed./P.G.B.T./P.G.T. or its equivalent).		4	4	3	2

(Note : Holders of Degree with Spl. Hons./Condensed Hons./ approved proficiency course shall not be allotted any additional mark for their Pass Course Degree).

TABLE

(Post meant for Teacher in Work Education ; Full marks : 20)

Sl.No.	Examination	Full marks	Marks to be awarded for 1st Divn. Class.	2nd Divn. Class.	Others	Remarks
1.	S.F./M.P. or its equivalent.	4	4	3	2	
2.	H.S. (+2stage)/ Intermediate/ P.U. or its equivalent.	4	4	3	2	
3.	H.S. (old course)	8	8	6	4	
4.	Pass Graduate	8	8	6	4	
			60% and above	45% above below 60%	Below 45%	
5.	P.G.B.T. or B.Ed., with Work Education as Method subject.	4	4	3	2	
6.	Technical Degree or Diplomas (such as L.C.E./L.M.E. etc.) Plus marks as on M.P. & H.S. stage or its equivalent.	12	12	9	6	
			70% and above	55% above below 75%	Below 55%	
7.	B.Sc. in Agriculture plus marks as on M.P. & H.S. stage of its equivalent.	12	12	9	6	
8.	B.Sc. from recognised University plus marks as on M.P. & H.S. stage or its equivalent.	12	12	9	6	
9.	Degree or Diploma in Arts & Crafts (5 years course) plus marks as on M.P.& H.S. stage or its equivalent.	12	12	9	6	

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
10.	Degree in Home Science	12	12	9	6	
11.	Tailoring/Lady Brabourne/Needle work/ Diploma or other craft plus marks on Pass Graduate level.	4	4	3	2	
12.	Music plus marks on M.P. & H.S. stage or its equivalent.	12	12	9	6	
			75% and above	55% above below 75%	Below 55%	

TABLE

(Post meant for Teacher in Physical Education ; Full marks : 20)

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	S.F./M.P. or its equivalent.	4	4	3	2	
2.	H.S. (+2stage)/ Intermediate /P.U./U.E. or its equivalent	4	4	3	2	
	or H.S. (old course)	8	8	6	4	
3.	Bachelor Degree in Pass Course.	8	8	6	4	
			60% and above	45% above below 60%	Below 45%	

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
4.	Diploma in Physical Edn.	4	4	3	2	
5.	Graduate in Phy. Trg. Edn. from recogn. University 3 yrs. course after completion of H.S. (+2 stage) or its equivalent plus marks on M.P. & H.S. or its equivalent.	12	8	6	4	
			60% and above	45% and above below 60%	Below 45%	

TABLE

(Post meant for Teacher in Senior Madrasah; Full marks : 20)

Sl.No.	Examination	Full marks	Marks to be awarded for			Remarks
			1st Divn. Class.	2nd Divn. Class.	Others	
1.	Alim	4	4	3	2	
2.	Fazil	4	4	3	2	
3.	M.M./M.P./M.U. (old course) or Kamil.	12	12	9	6	
			75% and above	55% and above below 75%	Below 55%	

Mumtazul Mauddas in - M.M.

" Foqua - M.F.

" Udebu - M.U.

By Order of the Governor,

Sd/- Nikhilesh Das

Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(SECONDARY BRANCH)
BIKASH BHAVAN, SALT LAKE,
CALCUTTA-700 091

No. : 601-SE (S) Dated, Calcutta, the 18th August, 1998.

ORDER

WHEREAS it has come to the notice of the Government in the school Education Department that difficulty has arisen in implementing the provisions of procedure 6 issued under Notification No. 14-SE(S)/1S-6/97 dt. the 8th January, 1997 towards filling up of the post of Teachers, on compassionate ground, from death in harness category;

AND WHEREAS it has become expedient to remove the difficulty as aforesaid;

NOW, THEREFORE, in exercise of the power conferred by procedure 8 of the procedure for selection of persons for appointment to the posts of Teachers of schools recognised by the West Bengal Board.of Secondary Education or the West Bengal Board of Madrasah Education, as the case may be, hereinafter referred to as the said procedure, the Governor is pleased to decide as follows :

THE concerned Regional School Service Commission shall prepare subject-wise and category-wise panel, comprising candidates forwarded by the concerned District Inspector of Schools (Secondary Education), from time to time, in order of merit, on the basis of academic qualifications including professionals qualifications.

The same marks as are stipulated in clause (b) of procedure 4 of the said procedure shall be provided for academic qualifications including professional qualifications.

By order of the Governor,
Nikhilesh Das
Secretary to the Govt. of West Bengal.

No. : 601/1 (4)-SE (S) Dated, Calcutta, the 18th August, 1998.

Copy forwarded for information and necessary action to the :

1. Chairman, West Bengal Central School Service Commission;
2. Secretary, West Bengal Central School Service Commission;
3. Director of School Education, West Bengal.
4. Deputy Director of School Education (Grants-in-aid), West Bengal.

Sd/- R. N. Das.
Joint Secretary.

No. : 902 (2) G.A. Dated, Calcutta, the 27th August, 1998.

Copy forwarded to the Dist. Inspector of Schools (SE)..............................

P.O....................................Dist.............................for information and necessary action.

Sd/- illegible.
for Director of School Education, West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(SECONDARY BRANCH)
BIKASH BHAVAN, SALT LAKE,
CALCUTTA-700 091

No. : 603-SE (S) / 10R-1/97 Dated, Calcutta, the 18th August, 1998.

In exercise of powers conferred by sub-rule (2) of rule 7 of the West Bengal School Service Commission Rules, 1997, the Governor is pleased hereby to issue the following guidelines :

GUIDELINES

In the case of delay in the receipt of recommendation of the concerned District Inspector of Schools (Secondary Education) by the concerned Regional School Service Commission on the vacancy report provided by the concerned school within a month of receipt thereof, the concerned Regional School Service Commission shall take up the matter with the Director of School Education, West Bengal, forthwith to get the scrutinised vacancy report with or without modification to take a final decision by the concerned Regional School Service Commission.

By order of the Governor,
Nikhilesh Das
Secretary to the Govt. of West Bengal.

Memo.No. : 903 (21)-G.A. / OM-5/88 Dated, Calcutta, the 27th August, 1998.

Copy forwarded for information and necessary action to the

District Inspector of Schools (SE), ...

P.O...Dist...

Sd/- illegible.
for Director of School Education, West Bengal

Registered No. WB/SC-247 . No. WB/DTP/Pt.I/CPS/97/3059

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Kartika 10 Saturday, November 1, 1997 Saka 1919

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 900-SE (S) / 10R-1/97

Dated, Calcutta the 22nd October, 1997.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*) and in particular clause, (*d*) of sub-section (*2*), of section 45, of the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963) the Governor is pleased hereby to make, after previous publication as required by sub-section (*1*) of the said section, the following amendment in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :

AMENDMENT

In the said rules, for clauses (*i*) and (*ii*) of sub-rule (*1*) of rule 28, substitute the following clauses :

"(i) to appoint on the recommendation of the West Bengal Regional School Service Commission in respect of the region concerned, teachers on permanent or temporary basis against permanent or temporary vacancies, if and when available, within the sanctioned strength of teachers and on approval by the Director or any officer authorised by him, such approval being sought for within a fortnight from the date of decision of the Committee in this behalf;

(ii) to appoint non-teaching employees on permanent or temporary basis against permanent or temporary vacancies, if and when available, within the sanctioned strength of non-teaching employees and on approval by the Director or any officer authorised by him, such approval being sought for within a fortnight form the date of decision of the Committee in this behalf;"

By Order of the Governor,

Nikhilesh Das

Secretary to the Government of West Bengal

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/98/1485

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Shravana 16] Thursday, August 21, 1998 [Saka 1920

Part 1-Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 196-SE (S) / 1S-6/991 Dated, Calcutta, the 20th March, 1998.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*), of section 8, read with sub-section (*1*), and in particular clause (*d*) of sub-section (*2*), of section 17 of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and sub-rule (*1*)of rule 7 of the West Bengal School Service Commission Rules, 1997, the Governor is pleased hereby to make the following amendments in the procedure for selection of persons for appointment to the posts of Teachers of Schools recognised by the West Bengal Board of Secondary Education or the West Bengal Council of Higher Secondary Eduction or the West Bengal Board of Madrasah Education, as the case may be, published under this department Notification No. 14-SE (S) dated the 8th January, 1998, in Para I of the *Kolkata Gazette, Extraordinary*, dated the 15th January, 1998, (hereinafter referred to as the said procedure):

AMENDMENTS

In procedure 3 of the said procedure, under the heading "Name of post :",

(*1*) under the sub-heading

"A. Headmaster/Headmistress of High/Higher Secondary Schools and High Madrasah,", after clause (*iii*), add the following clause :

"(iii) Desirable :

For the post of Headmaster/Headmistress of High Madrasah knowledge of Islamic studies and culture;"

(2) under the sub-heading

"B. Headmaster/Headmistress of Junior High School/Junior High Madrasah," after sub-clause (*ii*) of clauses (*iii*), *insert* the following sub-clause :

"(iii) Desirable :

For the post of Headmaster/Headmistress of Junior High Madrasah knowledge of Islamic studies and culture;"

(*3*) under the sub-heading

"C. Superintendent of Senior Madrasah,", after sub-clause (*ii*) of clauses (*iii*), *insert* the following sub-clause :

"(iii) Desirable :

Knowledge of Islamic studies and culture;"

(*4*) under the sub-heading

"D. Assistant Teacher of High School/High Madrasah.", in sub-clause (*b*) of clause (*iii*), after the word" "University", *add* the following words :

For the post of Assistant Teacher of High Madrasah knowledge of Islamic studies and culture;"

(*5*) under the sub-heading

"E. Assistant Teacher of Junior High School/Junior High Madrasah." in sub-clause (*b*) of clause (*iii*), after the word" "Training", *add* the following words :

"For the post of Assistant Teacher of Junior High Madrasah knowledge of Islamic studies and culture;"

(*6*) after the headings

"J. Assistant Teacher for classical language to Senior Madrasah", and the entries thereunder *insert* the following heading and entries :

"K. Assistant Teacher for Theology proposed Senior Madrasah.

(i) **Method of Recruitment :** By selection (direct) in consultation with the West Bengal School Service Commission of the concerned region.

(ii) **Eligibility :** Citizen of India.

(iii) **Qualifications :** Mumtazul Muhaddethin/Mumtazad Faqaha from the West Bengal Board of Madrasah Education.

(iv) **Age :** Minimum 20 years of age as on the 1st day of January of the year of advertisement. Upper age limit of 37 years, relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates and 3 years for Backward Class candidates. There shall be no restriction of age in respect of approved teaching and non-teaching staff of school for appearing at an examination for selection for appointment to the above posts."

By Order of the Governor,

Nikhilesh Das,

Secretary to the Government of West Bengal.

Registered No. WB/SC-247 No. DTP/Pt.I/CPS/98/4437

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Shravana 30 Friday, August 21, 1998 Saka 1920

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 619-SE (S)
10M-43/98

Dated, Calcutta the 21st August, 1998.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*) of section 8, read with sub-section (*1*), and in particular clause, (*d*) of sub-section (*2*), of section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and sub-rule (*1*)of rule 7 of the West Bengal School Service Commission rules, 1997, the Governor is pleased hereby to make the following amendment in the procedure for selection of persons for appointment to the posts of Teachers of Schools recognised by the West Bengal Board of Secondary Education or the West Bengal Council of Higher Secondary Education or the West Bengal Board of Madrasah Education, as the case may be, published under this department notification no. 14-SE (S), dated the 8th January, 1998, in Part-I of the *Kolkata Gazette, Extraordinary,* dated the 15th January, 1998 (herein after referred to as the said procedure):

AMENDMENT

For procedure 7 of the said procedure, substitute the following procedure :

"7. For filling up of the post of Assistant Headmaster/Assistant Headmistress of any High/Higher Secondary School/High Madrasah, the Managing Committee/Ad-hoc Committee/Administrator of the school shall send the name/names of the candidates who are approved and willing teacher/teachers

of the concerned school, being trained graduate with Honours including Special Honours or Master degree with 5 years' teaching experience to the concerned District Inspector of Schools (Secondary Education).

The District Inspector of Schools (Secondary Education) shall, then, forward the name/names to the concerned Regional School Service Commission.

The Regional School Service Commission, shall, then prepare a panel, in order of merit, on the basis of academic and professional qualifications, experience and personality test of the candidates and recommended the name of the first candidate of the panel to the school with intimation to the candidate and the concerned District Inspector of Schools (Secondary Education).

The concerned Regional School Service Commission shall select the candidates in the following manner:-

(a) Academic qualifications including professional qualifications — 30 marks as in procedure 4.

(b) Experience — 5 marks : (for experience of five years or above, but less than ten years — 2 marks, for experience of ten years or above, but less than fifteen years — 3 marks, for experience of fifteen years or above, but less than twenty years — 4 marks, for experience of twenty years or above — 5 marks).

(c) Personality Test : (interview) — 5 marks.

The school shall, then issue order of appointment to the candidate by Registered Post with Acknowledgement Due within 15 days from the date of receipt of the Commission's recommendation.".

By Order of the Governor,

Nikhilesh Das

Secretary to the Government of West Bengal

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/99/4585

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Magha 21 Wednesday, February 10, 1999 Saka 1920

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No.152-SE (S) Dated, Calcutta the 10th February, 1999.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*) of section (8), read with sub-section (*1*), and in particular clause, (*d*) of sub-section (*2*), of section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and sub-rule (*1*) of rule 7 of the West Bengal School Service Commission Rules, 1997, the Governor is pleased hereby to make, the following amendment in the in the procedure for selection of persons for appointment to the posts of teacher of schools recognised by the West Bengal Board of Secondary Education or the West Bengal Council of Higher Secondary Education or the West Bengal Board of Madrasah Education, as the case may be, published with this department Notification No. 14-SE (S), dated the 8th January, 1998, in Para-I of the *Kolkata Gazette*, Extraordinary dated the 15th January, 1998 (hereinafter referred to as the said procedure) :

AMENDMENT

In procedure of 3 of the said procedure, under the heading "Name of Post",

(*3*) under the sub-heading

"A. Headmaster/Headmistress of High/Higher Secondary Schools and High Madrasah", in clause (iii) after the words "High Madrasah", add the following words ;

"/Junior High Madrasah/Jr. High School".

By Order of the Governor
Nikhilesh Das
Secretary to the Government of West Bengal

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/2000/5284

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Kartika 23] Tuesday, November 14, 2000 [Saka 1922

Part 1-Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No.: 2009-SE (S) Dated, Calcutta, the 3rd November, 2000.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*), and in particular, by clause (*d*) of sub-section (*2*), of section 45, of the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963), the Governor is pleased hereby to make after previous publication as required by sub-section (*1*) of the said section, the following amendments in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :

AMENDMENTS

In the said rules, —

(*1*) for clause (*iii*) of rule 6, *substitute* the following clause :

"(*iii*) six guardians in the case of institutions having classes XI and XII recognised by the West Bengal Council of Higher Secondary Education and/or X-class High Schools and 3 guardians in the case of Junior High Schools, to be elected or nominated, as the case may be, in the manner laid down in sub-rule (2) of rule 6A";

(*2*) in rule 28,—

(*a*) in sub-rule (*8a*), for the words "stoppage of one increment in pay", *substitute* the words "stoppage of one to three increments in pay".

(*b*) after sub-rule (*8a*), *insert* the following sub-rule :

"(*8b*) In the case of teaching and non-teaching staff of an institution detained in custody for a period exceeding 48 hours under any law providing for preventive detention or as a result of a proceeding either on a criminal charge or other wise, such staff shall be deemed to have been suspended by an order of the appointing authority, with effect from the date of detention and shall remain under suspension until further orders.

A teaching or non-teaching staff who is undergoing a sentence of imprisonment shall also be dealt with in the same manner, pending a decision on the disciplinary action to be taken against him.";

(*3*) in rule 29, after the word "non implementation"; *add* the words "the words "The Head of the Institution shall convince the meeting of the Academic Council once in every two months in an academic year,";

(*4*) in rule 30, —

(*a*) in sub-rule *(2)*, after the word "time"; *add* the words "The Head of the Institution shall convene the meeting of the Academic Council once in every two months in an academic year.";

(*b*) in sub-rule (*3*), after the word "final", *add* the words "Selection of books shall be made in consultation with the subject-teachers of the institution. In selecting books, schools should exercise the greatest care, and a book, once prescribed, shall be allowed to continue at least for 3 years, unless there are compelling reasons for a change.";

(*5*) after rule 33, *insert* the following rules :

34. **Meeting with guardians,—**

The Head of the Institution shall convene meeting with guardians twice in an academic year. The Head of the Institution shall convene meeting classwise with subject-teacher and guardians twice in an academic year without hampering the studies of the pupils. In every Institution, "Guardians' Week" shall be observed once in a year.

34. **Number of days for instructional work,—**

(*1*) The total number of days including Saturdays which will be half-holidays, available for instructional work of an educational institution shall not fall below 200 days in an academic year. The days on which class-examinations and other school activities are held shall not be included within the period of 200 days earmarked for instructional work of the institution.

(*2*) Classes will not be kept suspended in the school on account

of holding examination, ot he than the examination conducted by the West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education.

(*3*) No classes shall be kept suspended in the school for giving free time to the student to prepare for their annual examination or for any other school activities.

36. **Holding of classes on regular basis etc.,—**

All teachers shall regularly take classes allotted to them in the time-table and complete the prescribed *syllabus* within the stipulated period of the *academic* year. To monitor and maintain the prescribed rate of progress of the students in their course of studies, teachers should go by the announced programme of periodical examinations of the school, set up question papers, perform invigilation duty in the examination halls, and take up evaluation of answer scripts and recording of marks, writing of progress reports, publication of results thereof in time, and submission of the progress reports to the Head of the institutions for transmission of the same to the guardians for their knowledge, signature and comments, if any. Schools shall also so arrange that the students can take home the examined answer scripts of all the periodical examinations, save and except annual examination, for perusal of their guardians for their knowledge in respect of attainments of their wards on condition that they must return the scripts with the signature of the guardians to their schools within seven days from the date of receipt of the scripts from the school.

37. **Invigilation duties etc. to be perform by teachers,—**

Invigilation duties and evaluation of answer scripts in examinations conducted by the West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education shall fall within the bounden duties and functions of a teacher serving in a Secondary School/Higher Secondary School and the non-teaching staff shall perform other duties as may be allotted to them."

By Order of the Governor,

Nikhilesh Das

Secretary to the Government of West Bengal

পশ্চিমবঙ্গ সরকার
বিদ্যালয় শিক্ষা বিভাগ
মাধ্যমিক শাখা
বিকাশভবন, বিধাননগর, কোলকাতা-৭০০ ০৯১

নং ঃ ১০২৮-এস. ই. (মাধ্যমিক)। তারিখ - ৩. ৭. ২০০১

প্রেরক ঃ শ্রী এস. জি. মৌলিক,
উপ-সচিব, পঃবঃ সরকার।

প্রাপক ঃ বিদ্যালয় শিক্ষা অধিকর্তা,
পশ্চিমবঙ্গ।

বিষয় ঃ বিদ্যালয় কর্তৃক আয়োগ, কর্তৃক বিবেচিত প্রার্থীদের অনুকূলে অনাগত্তি সংশাপত্র প্রদান।

উপরোক্ত বিষয়ের পরিপ্রেক্ষিতে বিদ্যালয় শিক্ষা অধিকর্তাকে জানানো যাচ্ছে যে সরকারী অনুদান প্রাপ্ত বিদ্যালয় গুলিতে কর্মরত যে সকল সহ শিক্ষক বিদ্যালয় কৃত্যক আয়োগ কর্তৃক শিক্ষকপদে নিয়োগের জন্য বিবেচিত হচ্ছেন, প্রাক্ অনুমতি না থাকায় তাদের নিয়োগে ব্যাঘাত সৃষ্টি হচ্ছে।

উপরোক্ত অবস্থার পরিপ্রেক্ষিতে বিদ্যালয় শিক্ষা অধিকর্তা, পশ্চিমবঙ্গ -এর পক্ষ থেকে সকল মাধ্যমিক বিদ্যালয় কর্তৃপক্ষকে প্রয়োজনীয় এবং প্রার্থিত অনুমতি দেওয়ার জন্য একটি সাধারণ বিজ্ঞপ্তি জারি করার জন্য অনুরোধ করা হচ্ছে।

ইহাতে বিভাগীয় মন্ত্রীমহোদয়ের অনুমোদন আছে।

এস. মৌলিক
উপ-সচিব পশ্চিমবঙ্গ।

স্মারক সংখ্যা ঃ ১৫৭১(২০)-জিএ। দিনাংক - ৬. ৭. ২০০১

জেলা বিদ্যালয় পরিদর্শক, (মাধ্যমিক)...

পোঃ...জ্ঞানার্থে ও যথাযথ ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হইল।

৬।৭।২০০১

পূর্ণানন্দ প্রধান
বিদ্যালয় শিক্ষা অধিকর্তা, পশ্চিমবঙ্গ।

Registered No. WB/SC-247 No. DTP/Pt.I/CPS/2001/5328

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Pousa 29 Friday, January 19, 2001 Saka 1922

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 44-SE (S) Dated, Calcutta the 11th January, 2001

NOTIFICATION

In exercise of the power conferred by sub-section (*1*) and in particular by clause, (*a*), (*b*), (*c*), (*d*) and (*e*) of sub-section (*2*), of section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) the Governor is pleased hereby to make the following amendment in the West Bengal School Service Commission Rules, 1997, published with this department notification no. 863-SE (S), dated the 3rd October, 1997, in Part-I of the *Kolkata Gazette, Extraordinary,* dated the 1st November, 1997, as subsequently amended (herein after referred to as the said rules) :

AMENDMENT

In rule 3 of the said rules, —

(*1*) in sub-rule (1), for the words and figures "a fixed pay of Rs, 7,300 plus usual allowances as are admissible to State Government Officers", *substitute* the words, and figures "a fixed pay of Rs. 22,400 plus usual allowances as are admissible to State Government Officers";

(2) in sub-rule (2) for the words and figures "a fixed pay of Rs. 6,700 plus usual allowances as are admissible to State Government Officers", substitute the words and figures "a fixed pay of Rs. 21,050 plus usual allowances as are admissible to State Government Officers."

By Order of the Governor,
Nikhilesh Das
Secretary to the Government of West Bengal

Registered No. WB/SC-247 No. WB/(Part-III).2002/SAR-8

THE KOLKATA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Magha 5 Friday, January 25, 2002 Saka 1923

PART III — Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL
LAW DEPARTMENT
Legislative

NOTIFICATION

No. 151-L. — 25th January, 2002, — The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information :

West Bengal Act XXIX of 2001

THE WEST BENGAL SCHOOL SERVICE COMMISSION (SECOND AMENDMENT) ACT, 2001.

[*Passed by the West Bengal Legislature.*]

[Assent of the Governor was first published in the *Kolkata Gazette, Extraordinary*, of the 25th January, 2002.]

An Act to amend the West Bengal School Service Commission Act, 1997.

WHEREAS it is expedient to amend the West Bengal School Service Commission Act, 1997, for the purposes and in the manner hereinafter appearing;

It is hereby enacted in the Fifty-second Year of the Republic of India, by the Legislature of West Bengal, as follows :—

1. (1) This Act may be called the West Bengal School Service Commission (Second Amendment)Act, 2001.

(2) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

The West Bengal School Service Commission (Second Amendment)Act, 2001.

(Section 2, 3.)

2. In clause (p) of section 2 of the West Bengal School Service Commission Act, 1997 (hereinafter referred to as the principal Act), after the words "the Headmistress", the following words shall be inserted :—

", but shall not include the Assistant Headmaster or the Assistant Headmistress or the Teacher holding a post against short-term vacancy caused by deputation, leave or lien".

3. After section 9 of the Principal Act, the following section shall be inserted;—

9A. If the State Government is of the opinion that the managing committee, by whatever name called, or the ad-hoc committee, or the administrator, if any (where there is no managing committee), of a school wilfully fails to discharge its function to issue appointment to the post of Teacher in such school on the recommendation of the Regional Commission having jurisdiction, it may, by order, and for reasons to be recorded in writing, stop all financial assistance to such school and may also issue a direction upon the West Bengal Board of Secondary Education, or the West Bengal Council of Higher Secondary Education, or the West Bengal Board of Madrasah Education, as the case may be, to withdraw recognition of such school."

By Order of the Governor,
A. K. Bhattacharya,
Secretary to the Government of West Bengal

Registered No. WB/SC-247 No. WB/CPS/K-33 (Part-I)/2002

THE KOLKATA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Jaistha 27 Monday, June 17, 2002 Saka 1924

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAWAN, SALT LAKE, KOLKATA-700 091

No. 811-SE (S) Dated, Kolkata the 17th June, 2002

NOTIFICATION

In exercise of the power conferred by sub-section (*1*) and in particular by clause, (*d*) of sub-section (2), of section 45, of the West Bengal Board of Secondary Education Act, 1963 (West Ben. Act V of 1963) the Governor is pleased hereby to make, after previous publication as required by sub-section (*1*) of the said section, the following amendment in the *Management of Recognised Non-Government Institutions* (Aided and Unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :

AMENDMENT

In the said rûles, after clause (*ia*) of sub-rule (*1*) of rule 28, insert the following clause : "(*ib*) to appoint in accordance with the direction given by the Director or any officer authorised by him in his behalf, the Assistant Headmaster or the Assistant Headmistress against the vacancy within the sanctioned strength *from amongst the approved teachers*".

By Order of the Governor,
N. L. Basak
Principal Secretary to the Government of West Bengal

Registered No. WB/SC-247 No. WB/CPS/K-150 (Part-I)/2003

THE KOLKATA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Falguna 12 Monday, March 3, 2003 Saka 1924

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 245-SE (S)/IS-6/97 Dated, Kolkata the 3rd March, 2003.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*) of Section (8), read with sub-section (*1*), and, in particular, clause, (*d*) of sub-section (2), of section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and sub-rule (*1*) of rule 7 of the West Bengal School Service Commission Rules, 1997, the Governor is pleased hereby to make with immediate effect, the following amendments in the procedure for selection of persons for appointment to the posts of Teachers of Schools recognised by the West Bengal Board of Secondary Education, The West Bengal Council of Higher Secondary Education, or the West Bengal Madrasah Education, as the case may be, published with this department notification No. 14-SE (S), dated the 8th January, 1998, in Part-I of the *Kolkata Gazette,* Extraordinary, dated the 15th January, 1998, as subsequently amended, (hereinafter referred to as the said procedure) :

AMENDMENT

In the said procedure :

(*1*) in procedure 3, under heading "Name of Post", —

(a) under sub-heading "D, Assistant Teacher of High School/High Madrasah", in clause (*iii*), in clause (a), for the words" "Any candidate having Special B.A., in that subject will not be eligible" substitute the following words :

"For the purpose of this sub-clause, a Bachelor degree as stated above shall not include a Special B.A. in any subject or a Bachelor degree in any vocational or training course.";

(b) under sub-heading "E. Assistant Teacher of Junior High School/Junior High Madrasah", in clause (*iii*), in sub-clause (a), for the words "Any candidate having Special B.A. in that subject will not be eligible.", *substitute* the following words :

"For the purpose of this sub-clause, a Bachelor degree as stated above shall not include a Special B.A. in any subject or a Bachelor degree in any vocational or training course.";

(c) under sub-heading "F. Assistant Teacher of Senior Madrasah", in clause (*iii*), in sub-clause (a), for the words "Any candidate having Special B.A. in that subject will not be eligible.", *substitute* the following words :

"For the purpose of this sub-clause, a Bachelor degree as stated above shall not include a Special B.A. in any subject or a Bachelor degree in any vocational or training course.";

(2) after procedure 4, *insert* the following procedures —

"4A. The Commission shall, after recording the reasons for doing so, re-advertise the vacancy for appointment to the posts of Headmaster or Headmistress of a Junior High School, High School, Higher Secondary School, Junior Madrasah or High Madrasah, or Superintendent of a Senior Madrasah, in any of the following circumstances :

(a) where the number of valid application received in respect of any of the above -mentioned posts is not more than one; or

(b) where not more than one candidate has appeared for the Personality Test; or

(c) where no suitable candidate has been found in respect of any of the above-mentioned posts;

Provided that in case of re-advertisement of the vacancy as referred to in clause (a) and clause (b), a person who has applied on the bais of earlier advertisement, shall not be required to apply afresh.

4B Notiwthstanding anything contained in these procedures, a person who has been appointed to the post of Assistant Teacher in any school or Madrasah by the West Bengal regional School Service Commission of the

concerned region and continues to be appointed as such, not be entitled to apply for selection for appointment to the post of any teacher in any school or Madrasah within the territorial jurisdiction of the West Bengal Regional School Service Commission of any region, until he has rendered an approved continuous service of three years in that post."

By Order of the Governor,
T. K. Bose
Secretary to the Government of West Bengal

Memo No. : 818 (21)/GA / OM-19/01 (Pt)   Dated, Kolkata, the 9th April, 2003.

Copy forwarded to the District Inspector of Schools (SE) ....

....P.O.......................Dist...................

for information and necessary action.

Sd/- illegible
for Director of School Education
West Bengal

Registered No. WB/SC-247 No. WB/DTP/Part-I/CPS/2001/5355

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Falguna 8 Tuesday, February 27, 2001 Saka 1922

Part I — Orders and Notification by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. 270-SE (S) Dated, Calcutta the 23rd February, 2001.

NOTIFICATION

In exercise of the power conferred by sub-section (*1*) of Section (8), read with sub-section (*1*), and, in particular, clause, (*d*) of sub-section (2), of section 17, of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and sub-rule (*1*) of rule 7 of the West Bengal School Service Commission Rules, 1997, the Governor is pleased hereby to make with immediate effect, the following amendments in the procedure for selection of persons for appointment to the posts of Teachers of Schools recognised by the West Bengal Board of Secondary Education, The West Bengal Council of Higher Secondary Education, or the West Bengal Madrasah Education, as the case may be, published under department notification No. 14-SE (S), dated the 8th January, 1998, in Part-I of the *Kolkata Gazette, Extraordinary*, dated the 15th January, 1998, as subsequently amended, (hereinafter referred to as the said procedure) :

AMENDMENT

In the said procedure :

(*1*) in procedure 3, under heading "Name of Post", —

(*a*) under the sub-heading

"A. Headmaster/Headmistress of High/Higher Secondary Schools and High Madrasah," in clause (*iii*), for the words "Master/Honours (Regular) Degree with" *substitute* the words

"Master Degree with good academic records, criteria for which will be laid down by the Central School Service Commission and a";

(*b*) under the sub-heading

"B. Headmaster/Headmistress of Junior High School/Junior High Madrasah," in sub-clause (*i*) of clause (*iii*), for the words "Master/Honours (Regular/Special)" *substitute* the word "Master";

(*c*) under the sub-heading

"C. Superintendent of Senior Madrasah,", in sub-clause (*iii*), for the words "Graduate/Master Degree from any recognised University with" *substitute* the words "Master Degree with good academic records, criteria for which will be laid down by the Central School Service Commission and a";

(*d*) under the sub-heading

"N. Medium of Instructions,", for the words "Hindi" as the case may be, as first language at the Secondary level of the West Bengal Board of Secondary Education/West Bengal Board of Madrasah Education only", *substitute* the words "Hindi" respectively, as the case may be, as first or second language at the secondary level of the West Bengal Board of Secondary Education, West bengal Board of Madrasah Education or from any equivalent Board";

(*2*) for procedure 4, *substitute* the following procedures —

"4. Selection procedure :

A. Selection of Candidates for the Post of Teacher shall be made in the following manner :

(*a*) Written Test	:	60	marks
(*b*) Academic qualifications including professional qualifications	:	30	marks
(*c*) Personality Test (Interview including oral test for teaching aptitude)	:	10	marks
		100	marks

B. Selection of Candidates for the Post of Headmaster/ Headmistress/Superintendent of Senior Madrasah shall be made in the following manner :

(*a*) Academic qualifications including professional qualifications : 30 marks

(*b*) Higher qualifications : 3 marks

(*i*) M. phil : 2

(*ii*) Ph.D (candidate having Ph. D shall not get any extra credit for having M. Phil) : 3

(*c*) Experience in teaching (break-up detailed below) for the Post of Headmaster/ Headmistress of High/Higher Secondary High Madrasah and Superintendent of Senior Madrasah distribution of 7 marks shall be as follows : : 10 marks

	Experience	**Marks**
(*i*)	Ten years	Nil
(*ii*)	Above Ten but upto fifteen years	3
(*iii*)	Above Fifteen but below twenty years	2
(*iv*)	Twenty years and above	2

(*d*) Personality Test (Interview including oral test for teaching aptitude) : 10 marks

Total : 50 marks

C. Selection of Candidates for the Post of Headmaster/ Headmistress of Junior High School/ Junior High Madrasah shall be made in the following manner :

(*a*) Academic qualifications including professional qualifications : 30 marks

(*b*) Higher qualifications : 3 marks

(*i*) M. phil : 2

(*ii*) Ph.D (candidate having Ph. D shall not get any extra credit for having M. Phil) : 3

(*c*) Experience in teaching (break-up detailed below) for the Post of Headmaster/ Headmistress of Junior High School/ High Madrasah and Superintendent of Junior High Madrasah. : 10 marks

	Experience	Marks
(*i*)	Ten years	Nil
(*ii*)	Above Ten but upto fifteen years	3
(*iii*)	Above Fifteen but below twenty years	2
(*iv*)	Twenty years and above	2

(*d*) Personality Test (Interview including oral test for teaching aptitude) : 10 marks

Total : 50 marks

The Central School Service Commission shall, on receipt of the information about vacancies of post of Headmaster/Headmistress/Superintendent of Senior Madrasah in School/Madrasah, as the case may be, advertise for each of such vacancies in such post, region wise, with qualification, age and other requirements as per rules, procedures and regulations. There shall be one panel for each School/Madrasah and no candidate shall be permitted to apply for more than two School/Madrasahs at any point of time. Each Regional School Service Commission shall, on scrutiny of applications within its jurisdiction and under the supervision, guidance and control of the Central Commission, call for interview of the eligible candidates not exceeding five (5) based on the merit list prepared on the basis of total marks obtained as per items (*a*), (*b*) and (*c*) above. The Regional School Service Commission shall, after holding the Personality Test and on the basis of the total marks obtained as per items (*a*), (*b*), (*c*) and (*d*) above for each School/Madrasah as the case may be, prepare a final merit list of candidates containing names not exceeding three. All other relevant matters such as form of application, price of the form, Constitution of the Personality Test Board, manner of recommendation, validity of each panel shall be decided *mutatis mutandis* as per existing regulations and resolutions made by the Central Commission.

By Order of the Governor,
Nikhilesh Das,
Secretary to the Government of West Bengal

Registered No. WB/SC-247 No. WB/CPS/K-143 (Part I) 2004

THE KOLKATA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Magha 16] Thursday, February 5, 2004 [Saka 1925

Part 1-Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

NOTIFICATION

No. 186 SE (S)—3rd Frebruary, 2004 — In exercise of the power conferred by sub-section (*l*), of Section 8, read with sub-section (*1*), and in particular clause (*d*) of sub-section (2), of section 17 of the West Bengal School Service Commission Act, 1997 (West Ben. Act IV of 1997) and sub-rule (*1*)of rule 7 of the West Bengal School Service Commission Rules, 1997, the Governor is pleased hereby to make, with immediate effect, the following amendments in the procedure for selection of persons for appointment to the posts of Teachers of Schools recognised by the West Bengal Board of Secondary Education, the West Bengal Council of Higher Secondary Eduction or the West Bengal Board of Madrasah Education, as the case may be, published with this Department Notification No. 14-SE (S) dated the 8th January, 1998, in Para I of the *Kolkata Gazette, Extraordinary*, dated the 15th January, 1998, as subsequently amended (hereinafter referred to as the said procedure) :—

AMENDMENTS

In the said procedure,—

(1) in procedure 3 under heading "Name of post",—

(a) under sub-heading "D. Assistant Teacher of High School/High Madrasah", in clause (iii), in sub-clause (a), omit the words, "or a Bachelor degree in any vocational or training course";

(b) under sub-heading "E. Assistant Teacher of Junior High School/Junior High Madrasah", in clause (iii), in sub-clause (a), omit the words, "or a Bachelor degree in any vocational or training course";

(c) under sub-heading "F. Assistant Teacher of Senior Madrasah", in clause (iii), in sub-clause (a), omit the words, "or a Bachelor degree in any vocational or training course";

(2) in procedure 4 under heading "Selection procedure", —

(a) in clause A, for item (c), substitute the following item :—

"(c) Personality Test 10 Marks — appearance before the Personality Test Board is compulsory. The Test will be to assess the following traits.

(i)	environment and social awareness	.. ..	3 marks"
(ii)	communicatin skill and independent thinking ability	..	4 marks"
(iii)	extra curricular activity teaching ability and perception	..	3 marks"

(b) in clause B, for item (d), substitute the following item :—

"(d) Personality Test 10 Marks — appearance before the Personality Test Board is compulsory. The Test will be to assess the following traits.

(i)	environment and social awareness	.. ..	3 marks"
(ii)	communicatin skill and independent thinking ability	..	3 marks"
(iii)	school management and leadership	.. ..	4 marks"

(c) in clause C, for item (d), substitute the following item :—

"(c) Personality Test 10 Marks — appearance before the Personality Test Board is compulsory. The Test will be to assess the following traits.

(i)	environment and social awareness	.. ..	3 marks"
(ii)	communicatin skill and independent thinking ability	..	3 marks"
(iii)	school management and leadership	..	4 marks"

By Order of the Governor,
T. K. Bose
Principal Secretary
to the Government of West Bengal

ITEM NO. 6

PAY
&
ALLOWANCES

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. : 246-Edn (B) / 1-46/83 Dated, Kolkata, the 1st September, 1984.

MEMORANDUM

Sub. : Grant of House Rent Allowance to the Teaching and Non-teaching employees of the Government Aided Educational Institutions.

In terms of G.O No. 475-Edn(B) dated 17.10.81 House Rent Allowance at different rates have been sanctioned to the teaching & non-teaching staff of the non-Government Educational Institutions subject to certain terms and conditions laid down from time to time. There have been several amendments to the above G.O. effected under G.O. No. 5 Edn(B) dated 11th January,1982.

In the G.O. No. 475-Edn(B) mentioned above certain terminologies/ expressions have been used viz., "Greater Calcutta" "Urban Agglomeration"and "Town" but no clear defination for such terminology/expression has been given. Besides, several other questions have been raised from various quarters seeking clarifications on certain points for implementation of the above G.O.

So far as "Urban Agglomeration" and "Town" are concerned, the undersigned is now directed by an order of the Governor to enclose herewith an extract of the Census Report of 1981 vide Census of India, 1981, series-1, India Provisional Population Totals (Rural-Urban Distribution) where a list has been given of Urban Agglomerations, Municipalition, Towns of West Bengal at page 198 to 210 (Appen-II).

It will be seen from the above list that the Urban areas of West Bengal have been divided into six classes showing number of urban Agglomerations/ Cities/Towns, etc. falling under each category together with a details of their population. The undersigned is also directed to add that for the purpose of G.O. No. 475-Edn (B) dated 17.10.81 and its amendments and clarification issued from time to time the terms and expressions "Urban Agglomeration" and "Town" should be interpreted in the same sense as would appear from the above list. For the purpose of determining the population of any particular Urban Agglomeration, Towns, etc. in order to fix the rate of House Rent Allowance, the above list should be referred to.

It is, however, clarified that4 the benefits of House Rent Allowance in respect of teaching and non-teaching employees of non-Government Educational Institutions of Siliguri as sanctioned under paragraph 2(1) of G.O. No. 475-Edn(B) Dated 17th October, 1981 will remain unaltered.

The total area of a Block cannot be treated to be a town for the above purpose although a Block Headquarter will be treated as a town for the purpose of clause (iv) of paragraph 2 of G.O. No. 475-Edn(B) dated 17.10.81.

The order issues with the concurrence of the Finance Department vide their U.O. No. Group P/1428 dated 19.6.84

Sd/-M. M. Sinha Roy

Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
APPOINTMENT (SCHOOL EDUCATION) BRANCH

No. : 713-Edn.(A/SE) / 10M-7/87 Dated, Kolkata, the 23rd November, 1987.

From : Shri R. N. Das,
Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal,
6, Bhabani Dutta Lane,
Calcutta.-73

Sub. : Request for supplying G.O. about "half average pay"

Ref. : His D.O. No. 3-GA dated 15.11.87.

With reference to his above D.O. the undersigned is directed to forward copies of G.O. No. 3869-F dated 25.3.78 and 275-F dated 10.1.1986 which reveal that during half pay leave, the entitlement of pay and D.P., D.A., H.R.A. are as follows.

1. Pay : Half of the basic pay, i.e. 50% of the basic pay.
2. D. Pay : The dearness pay as admissible on 50% of the basic pay.
3. D. Allowance : The dearness allowance as admissible on 50% of the basic pay.
4. H.R.A. : Full H.R.A as admissible prior to the date of proceeding on leave if the leave (including all kind of leave & excluding Extra-ordinary leave) is granted upto a maximum period of 120 days at a stretch and no such H.R.A., thereafter.

Sd/- R. N. Das
Assistant Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 197-Edn (S) / 4A-30/88 Pt. Dated, Kolkata, the 6th March, 1990.

To : The Director of School Education, West Bengal.

Sub. : Appointment of Classical Teachers in Secondary School

Ref. : DSE, W. B.'s Memo No. 2297-GA at 9.9.88

The undersigned is directed to refer to the subject noted above and to say that the State Government, after careful consideration, has decided that the appointment of the existing Classical Teachers with Matriculation and two Sanskrit titles may be approved against sanctioned posts in the scale of pay of Rs. 300-685/-

Such a classical teacher may, however, be placed in the scale of pay of Rs. 440-1170/- on his attaining 5 years' teaching experience.

Sd/- S. Sanyal
Deputy Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. : 408-Edn (B) / 1M-6/90 Pt-11 — Dated, Kolkata, the 27th November, 1990.

MEMORANDUM

CERTAIN POINTS HAVE BEEN RAISED IN CONNECTION WITH THE IMPLEMENTATION of the revision of Pay and Allowance Rules for teaching and non-teaching employees as per Education Department Memo No. 33-Edn(B) dated 7.3.90. The undersigned is directed by order of the Governor to forward herewith following clarification with regards to the points raised for information and guidance :-

Points Raised :	Clarifications :
1. No form of option has been earmarked in respect of those who continued up to 60 years of age and retired between 1.1.86 to 1.1.90 without enjoying benefits of extention of service. This may be clarified.	1. Form VIII B will be applicable.
2. It has been stated in para 5(2) of the above Government order that a teacher or non-teaching employee who are in service on 31.12.85 may, at the discretion, retain existing scale of pay and existing terms and condition of service. Now it is to be clarified whether any written declaration is required for retaining existing scale of pay.	2. No written declaration in this respect is necessary. If any employee does not opt or fails to opt within the prescribed date, revised terms and conditions of service with effect from 1.1.1986 would not be applicable in his/her case.
3. It may be confirmed whether a Non-Govt. employee who is on deputation/ leave or suspension may be allowed to exercise option within 90 days of the date of return/rejoining.	3. Presumption is confirmed.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
SECONDARY BRANCH
BIKASH BHAWAN, SALTLAKE, KOLKATA - 700 091

No. : 717-SE (Secy.) Dated, Kolkata, the 27th September, 1994.

NOTIFICATION

In exercise of the power conferred by sub-section(1), and, in particular, by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act. V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendment in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :-

AMENDMENT

In rule 27 of the said rules, for sub-rule (3) substitute the following sub-rule :-

"3. If the District Inspector of School (Secondary Education) is satisfied that circumstances exist in which payment of grant-in aid through the fund of the Institution is not expedient, the District Inspector (Secondary Education) may authorise an officer under him to draw and disburse the grant-in-aid in such manner as the District Inspector of School (Secondary Education) may think fit."

By order of the Governor

Sd/-J. R. Saha

Secretary to the Govt. West Bengal

Dated 5.10.95

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
BUDGET BRANCH
BIKASH BHABAN, SALT LAKE CITY,
KOLKATA - 700 091

No. : 12(3)-S. E. (B) / 1M-6/90 Pt. 11 Dated, Kolkata, the 25th January, 1995.

From : Shri S. Som, IAS,
Joint Secretary to the Govt. of West Bengal.

To : 1. The Director of School Education, West Bengal.
2. The Director of Public Instruction, West Bengal.
3. The Director of Technical Education, West Bengal.

Sub. : Higher initial pay for pass graduates having marks of distinction.

The undersigned is directed to invite his attention to the G.O. No. 503(3)-Edn.(B) dated 23.12.83 wherein the teachers holding "distinction" in graduation i.e. B.A./B.Sc./B.Com. were allowed two increments at the initial stage of the scale of pay for the trained graduate teachers and to say that representation/references have been made stating that such benefit was not being extended to some of the teachers on the ground that there was no indication about "Distinction" in the relevant marksheet. The matter has since been checked up with different Universities in the State and it has been found that some of them have discontinued the practice of recording "Distinction" in the marksheet.

2. The issue has been considered carefully and after such consideration and for the sake of uniformity, the Governor has been pleased to allow the benefit of two increments at the initial stage of the scale of pay to such teachers also who have obtained or will obtain at least 50% of the total full marks in the aggregate in such B.A./B.Sc./B.Com. degree examination of either 2 years course or 3 years' course.

3. Clarification contained in item No. 9 of this Department Memo No. 408-Edn. (B) dated 27.11.90 stands amended to the extent indicated above.

4. No arrear claims arising out of this clarification for periods prior to 31.8.83 shall be entertained.

5. Other terms and conditions as laid down in the G.O. No. 503-Edn (B) dated 23.12.83 will remain unaltered.

All concerned may be informed accordingly.

Joint Secretary

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE CITY, KOLKATA-700 091

No. : 57-SE(S) Dated, Kolkata, the 27th January, 1995.

From : Shri P. Bhattacharyya
Deputy Secretary to the Govt. of West Bengal.

To. : The Director of School Education, West Bengal.

Sub. : Granting of pay according to qualification to the Assistant Teachers of Non-Government Secondary Schools.

The undersigned is directed to say that the question of granting higher scales of pay according to qualification to the Assistant Teachers of Non-Government Jr. High Schools/Jr. High Madrasahas and High Schools/High Madrasahs (including Higher Secondary Schools/Higher Secondary Madrasahs) in the State who have obtained higher qualification in subjects not relevant to their respective subjects or group in which they were appointed in the Schools but relevant to their respective teaching subject had been under consideration of the State Government for some time past. Such a situation exists in some Secondary Schools where in the academic interest of the students the authorities of the Schools have allotted classes on particular subjects to some approved teachers of the schools who were respectively appointed for a different subject/group as per available vacancies. The Education Department also is not in a position always to sanction the required number of additional posts to the schools owing to financial stringencies.

Considering the prevailing situation in the Secondary Schools in this State as mentioned above, the State Government in the Education Department has decided as follows to cope with the said situation and in the academic interest of the school :-

(i) Approved Assistant Teachers of non-Government Secondary Schools and Madrasha who will take classes in subjects relevant to their respective higher qualification, though appointed/approved respectively in different group/subject other than the aforesaid teaching subject shall, henceforth, be

allowed to draw pay according to their respective higher qualification, as prescribed by the State Government, provided such Assistant Teachers take individually at least six such periods per week as officially allotted by the authorities of the respective schools to such Assistant Teachers within the normal work load upon the written consent of the concerned teacher and with the prior permission of the concerned District Inspector of Schools and strictly according to the actual academic need of the individual school. If there is more than one Asstt. Teacher in a school with relevant higher qualification agreeable to this arrangement preference shall be in order of seniority. If any school has already effected such an arrangement in its academic interest, the same has to be got approved by the concerned D.I. of Schools, subject to eligibility for the purpose of drawal of qualification pay by the concerned teachers.

(ii) In future, when any clear vacancy of Assistant Teacher occurs in the normal section (Class V to Class X) in a non-Government Secondary School/Madrasha, the authorities of the concerned school may apply to the concerned D.I.of Schools for filling up the vacancy by an existing approved Assistant Teacher of the normal section of institution who has applied to the school authorities in writing for being placed in that post and who has the requisite higher qualification for that vacant post but is not drawing pay according to such higher qualification by reason of his/her appointment/approval in a different group. The concerned D.I. of schools may permit the school authorities to place the services of such Assistant Teacher in that post, with effect from a certain date to be indicated by the D.I. of Schools. If the concerned District Inspector of Schools is satisfied that the arrangement will be beneficial to the students, the Assistant Teacher so transferred to the vacant post will be entitled to draw pay according to his/her higher qualification as prescribed by the State Government from the date of his/her placement in that vacant post. The concerned Assistant Teacher shall have to take classes from that date as allotted to that new post. In that case,

the resultant vacancy should be filled up according to existing rules. If there be more than one eligible applicant Asstt. Teachers in a School for one such vacant post, preference shall be in order of seniority. No further approval of appointment will be necessary.

Thus aforenoted decisions have been taken in conformity with the concurrence of the Finance Department vide their U.O. No. 648-Group 'J' dated 7.3.1990.

All concerned may please be informed accordingly.

The G.O. No. 22-SE(Secy.) dated 6.1.95 is hereby cancelled.

Sd/- P. Bhattacharyya
Assistant Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 96-SE(Secy.) Dated, Kolkata, the 15th February, 1995.

From : Shri P. N. Bhadury,
Joint Secretary to the Govt. of West Bengal

To. : The Director of School Education, West Bengal.

Sub. : Increment of teachers for approved temporary service on leave or deputation vacancy.

The undersigned is directed to say that the question has come to the force as to whether a teacher of a Non-Govt. School who was previously appointed on leave/deputation vacancy which was duly approved by competent Authority and subsequetly when appointed in a regular post without any interruption may got the benefit of past services for the purpose if increment as well as awarding 18 years benefit. It may be stated that such benefit is admissible for the purpose of counting qualifying services for retirement benefits in terms of para 7(iii) of chapter III of Annexure I of this Department G.O. No. 136-Edn(B) dated 15.5.85.

The Govt. has since considered the point threadbare; it has been laid down in rule 48(a) of W.B.S.R. Part I that all duty in a post on a time scale counts for increments in that time scale.

Having regard to that provision for the State Govt. Employees. Governor has been pleased to agree to extend the benefit of increments in case of non-Govt. teachers of aided Schools and Madrasahs subject to the condition that his/her appointment in leave or deputation vacancy was duly approved and he/she was appointed in a regular time scale of pay and that there is no interruption or break in service.

18 years benefit is admissible to a State Govt. employee who even after completion of 18 years continuous and satisfactory services in a post in which he was on finally appointed on regular basis has not got any promotion or appointment in a higher scale. Having regard to this provision the services from the date of regular appointment are only counted for the purpose of allowing this benefit.

In view of above the Governor has been further pleased to order that the

services rendered by the teachers of Non-Govt. School in leave/deputation vacancy as it was not regular service, shall not be counted for the purpose of allowing 18 years benefit. However, this service will continue to be treated as qualifying service toward retirement benefit.

This has the concurrence of Finance Department U.O.No. Gr. P (Service) No. 699 dated 8th September 1994.

All concerned are being informed.

Sd/- Illegible

Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
S. E. (SECY.) BRANCH
BIKASH BHABAN, SALT LAKE CITY,
KOLKATA - 700 091

No.: 374-SE(Secy.) / 5P-7/87 Dated, Kolkata, the 19th June, 1995.

From : Shri P. N. Bhaduri
Joint Secretary to the Govt. of West Bengal.

To. : The Director of School Education, West Bengal,
Bikash Bhaban, (7th floor), Salt Lake, Kolkata - 700 091

Sub : Fixation of pay of the Asstt. Teachers on appointment as Asstt. Headmasters/Asstt. Headmistress in Secondary Schools including Madrasahs.

Reference : 1. No. 890-GA
4G-1053/81 dated 5th April, 1991
2. No. 35-GA
4G-1113/81 dated 4th Jan., 1992
3 No.1403-G, A
4G.239/80 dated 25th March, 1994.

The attention of State Govt. in this Deptt. had often been drawn to the anomalies in the fixation of pay of some teachers of non Govt. Secondary schools who were subsequently appointed as Asstt. Headmasters or as Asstt. Headmistresses prior to the revision of the scales of pay of 1981. During the period from 1966 and prior to 1981 when the Asstt. Headmasters/Asstt. Headmistresses used to enjoy separate scale of pay, they had to sustain some losses in the fixation of pay because of existence of common stages in the scale of pay of teachers and those of Asstt. Headmasters/Asstt. Headmistresses. As increment was allowed after completion of one year from the date of appointment to the new post number of teachers had to remain in the same basic pay for more than one year. As such a position was not desirable in the financial interest of those incumbents the matter was under consideration of the Govt. for some time past as to how to allow the benefit of pay in such cases.

2. The undersigned is now directed by order of the Governor to say that the Governor has been pleased to decide that fixation of initial pay of those teachers whose cases have been mentioned in para 1 above on their appointment to the post of Asstt. Headmaster/Asstt. Headmistress involving higher responsibility shall be made at the next higher stage of their pay in the scale of pay of Asstt. Headmasters/ Asstt. Headmistresses by allowing one increment provided the next date of their increment will be after completion of one year from the date of their joining the post of Asstt. Headmaster/Asstt. Headmistress, as the case may be.

3. This has the concurrence of the Finance Department vide their U/O No. Gr. "B" 65 dated 15th may, 1995. This principles of fixation of pay as in para 2 of the order may also be applied to the Asstt. Headmasters/Asstt. Mistresses of the Madrasahs of Secondary type.

All concerned are being informed.

The individual cases of the teachers covered by this Govt. order may be disposed of by the Director of School Education, West Bengal.

Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHABAN, SALT LAKE CITY, KOLKATA -700 091

No. : 1203- SE (Pry) / IS-4/94 Pt-IV Dated, Kolkata , the 13th December, 1995.

From : Shri S. Som
Joint Secretary to the Govt. of West Bengal.

To. : The Director of School Education, Government of West Bengal.

Sub. : Protection and fixation of Pay of Teacher of an approved Non-Govt. aided/Govt. Sponsored Educational Institution on appointment in another such category of Institution through proper channel.

Ref. : Deputy Director of School Education (Basic)'s notes dated 29.11.94

The undersigned is directed to say that the question of protection and fixation of pay of an approved teacher of a recognised Non-Govt. aided/ Government Sponsored Educational Institution, who later joins another recognised Non-Govt. aided/Govt. Sponsored Educational Institution in an approved post through proper channel has been under consideration of the Government for some time past.

2. After careful consideration, the Governor is now pleased to allow protection and fixation of pay of a teacher of an approved Non-Govt. aided/Government Sponsored Educational Institution viz. Primary/Junior High/Secondary/Higher Secondary School/Madrasah/Primary Teachers' Training Institution, who is appointed as a Teacher/Head Teacher/Headmaster/Assistant Headmaster/ Lecturer/Principal, as the case may be, in the same or higher scale of pay, against an approved post in another approved Non-Govt. aided/Govt. Sponsored Educational Institution in the following manner :-

(i) When the new post does not carry duties and responsibilities of greater importance the pay shall be fixed at the stage of the time-scale which is equal to his/her pay in the old post, or, if there is no such stage, at the stage next below the existing pay in the former post plus personal pay equal to the difference between the old pay

and the pay now allowed, to be absorbed in subsequent increases in pay in the new post.

(ii) When the latter post carries duties and responsibilities of greater importance than those attached to the former post held by the incumbent, the pay shall be fixed in the time-scale of the new post at the stage next above the pay drawn in the scale of the pay of the former post

(iii) The date of increment in both the cases shall remain un-altered.

3. Fixation of pay as indicated in the preceding para shall be made provided that there is no break-in-service between leaving the former post and joining the better post, reasonable journey time being not treated as break in-service.

4. The District Inspector of schools shall be required to move the Director of School Education for pay-fixation in the above manner.

5. This order issues with the concurrence of Finance Deptt. Group 'P' (Pay) vide U.O. No. 2068 of Group P(Pay) dated 4.12.95.

6. The Principal Accountant General, West Bengal and Finance Deptt. of this Government are being informed.

7. All concerned may also be informed accordingly.

Sd/- S. Som

Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHABAN, SALT LAKE CITY, KOLKATA-700 091

No. : 126 (3)-SE (B) / IM-6190 Pt-II   Dated, Kolkata, the 6th June, 1997.

From : Shri S. Som, IAS
Joint Secretary to the Govt. of West Bengal.

To : 1. The Director of School Education, Government West Bengal.
2. The Director of Public Instruction, West Bengal.
3. The Director of Technical Education, West Bengal.

Sub. : Higher initial pay for pass graduate teachers having marks of distinction.

The undersigned is directed to invite his attention to the G.O. No. 12(3)-SE(B) dated 25.1.95 wherein the benefit of two increments if the initial stage of the scale of pay of the trained graduate teachers holding distinction in terms of G.O. 503(3) -Edn(B) dated 23.12.83 was also extended to the teachers who were being deprived of the above benefit as there was no indication about distinction in the relevant mark-sheets though they secured at least 50% marks in such examination.

2. Now in clarification of para-2 of G.O. No. 12(3)-SE(B) dated 25.1.95 the undersigned is directed to say that the benefit of two increments at the initial stage of the scale of pay is admissible to those teachers who have passed or will pass each part of such B.A./ B.Sc./ B.Com. degree examination, where such examination is held in parts, of either 2 years' or 3 years' course without any interruption in between the parts of examination, securing at least 50% of the total full marks in the aggregate of all the parts.

3. Clarification contained in item No. 9 of this department Memo No. 400-Edn(B) dated 27.11.90 stands amended to the extent indicated above.

4. Other terms and conditions as laid down in G.O. No. 12(3)-SE(B) dated 25.1.95 particularly the basic reason as contained in para-1 therein, will remain unaltered.

5. All concerned may be informed accordingly.

Joint Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE,
KOLKATA - 700 091

No. : 813-SE (S) Dated, Kolkata, the 15th June, 1997.

From : Shri A. C.Sikdar
Joint Secretary to the Govt. of West Bengal.

To. : The Director of School Education, Government of West Bengal.

Sub. : Proposal for revised fixation of pay of the employees of recognised non-Govt. secondary institutions under the Salary Deficit Scheme who drew less than the prescribed pay.

Ref.. : DSE, W. B's letter no. 1245-GA dated 28.7.97

The undersigned is directed to refer the DSE W.B's letter mentioned above on the aforenoted subject and to say that after careful consideration the State Govt. in the School Education Deptt. approves of the aforenoted proposal of the DSE, WB for revised fixation of pay of such employees of the recognised secondary institutions who drew less than the pay that would have been admissible had the teacher been under the Salary Deficit Scheme from the date of appointment, on the basis of admissible pay on the date of coming over to Salary Deficit Scheme which such employee would have been entitled to had the school been under the Salary Deficit Scheme all along ignoring the pay actually allowed by the institution. In case pay has already been fixed on the basis of the principles contemplated in this Govt. order the same need not be disturbed. Arrears of any nature prior to issue of this G.O. may not be entertained. Pension cases already settled need not be reopened.

Sd/- A. C. Sikdar
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOL-91

No. : 1018-SE (Sec) / 5P-29/96 Dated, Kolkata, the 8th Deccember, 1997.

From : Shri A.K. Makar,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Grant of lien and grant of increments during the period of lien in respect of employees of non-Govt. Aided Secondary Schools who return to the original post from lien.

The undersigned is directed to refer to D.S.E.,W.B. Memo. No. 1684-GA dated 7.8.95, on the aforenoted subject and to say that after careful consideration the State Government in the School Education Department has decided as follows:-

(a) As the provision for lien has been subsequently incorporated in Govt. Order No. 79 Edn. (S) dated 28.1.94, any lien granted in terms of Circular No. S/218 dated 26.4.90 of the West Bengal Board of Secondary Education prior to 28.1.94 may be accepted as valid; and

(b) In the concerned approved employee has served another recognised institution (for which lien was sanctioned) during the period of lien and returns to the original post without any break at either end, notional increments may be allowed to him/her during the period of such lien on the usual dates of increment but the period spent and lien shall be treated as extraordinary leave without pay.

Relevant cases shall be disposed of accordingly.

Sd/- A.K. Makar
Deputy Secretary.

No. : 1872(21)–GA Dated, Kolkata, the 17th December , 1997

Copy forwarded for The District Inspector of Schools (SE) .... P.O. ...., Dist....................................... for information and necessary action.

Sd/- N. Sinha
for Director of School Education
West Bengal.

A.G./

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE CITY, CAL-700 091

No. : 693–SE(S) Dated, Kolkata, the 9th September, 1998.

From : Shri A.K. Makar,
Deputy Secretary to the Govt. of West Bengal.

To. : D.S.E., West Bengal.

Sub. : Benefit of increment upon imporvement of qualifications of the under qualified Headmaster / Headmistress in the recognised Aided High School.

A question has arisen how the benefit of increment will be extended to the under qualifed Headmaster / Headmistress in a recognised aided High School after attaining the required qualification within the time of retention allowed by the Board of Secondary Education, West Bengal to become qualified Headmaster / Headmistress in Govt. aided High School.

The School Education Department has carefully examined this issue. It has been decided that in continuation of G.O. No. 2866-Edn (D) dt. 18.7.62, an under-qualified Headmaster / Headmistress will be eligible to draw first increment after attaining his/her required educational qualification in a time scale of pay attached to the post with effect from the date next to the completion of his/her theoretical and practical examination, provided that he/she has rendered sarvice duly retained by the Board of Secondary Education, West Bengal, for a minimum period of one year on the date of completion of theorical and practical examination.

All cases shall be disposed of accordingly.

Sd/- A.K. Makar
Deputy Secretary.

No. : 989(21) GA Dated, Kolkata, the 16th September , 1998

Copy forwarded for The District Inspector of Schools (SE) Hooghly, P.O. Chinsurah Dist Hooghly for information and necessary action.

Sd/- N. Sinha
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHABAN, SALT LAKE, KOLKATA - 700 091

No : 211-SE (B) Dated Kolkata the 3rd November, 1998.

MEMORANDAUM

The undersigned is directed to say that it has been brought to the notice of the Govt. that the employees who received the benefit of next higher scale in terms of para 16(I) on completion of 18 years' continuous and satisfactory service and got their pay in the revised scale fixed simultaneously in terms of G.O.No. 33-Edn (B) dated 7.3.90 were not allowed increment in the revised next higher pay-scale on the normal date of increment.

2. The undersigned is directed by order of the Governor to say that in terms of Note 2 below para 5 read with para 16(I) of G.O. No. 33-Edn(B) dated 7.3.90 pay of an employee coming over to the revised pay-scale corresponding to his existing pay-scale (as on 1.1.86) should be fixed first in the revised pay-scale and thereafter in the corresponding revised next higher scale of pay and that after such fixation of pay in the next higher scale of pay, the employee shall be given increment w.e.f. the date on which he would have been entitled to such increment had he remained in his existing (unrevised) scale of pay.

3. This is, notwithstanding what is contained in Para 7 of the G. O. under reference and in terms of Para 16 (I) of the said G. O., by way of clarification.

4. Illustrative cases of pay-fixation are shown in the Annexure.

5. Accountant General West Bengal and Director of pension, P. F. and G.I. are being informed.

Sd/- S. Some,
Joint Secretary.

ILLUSTRATIVE CASES

Memo No. : 211-SE (B) Dated, Kolkata, the 3rd November, 1998.

Employee X (Untrained Matriculate)

Appointed on1.1.68
Date of increment before 1.1.86
1st Day of April

	PAY	PAY SCALE
On 1.4.85	Rs. 324/-	Rs. 280-617/-
On 1.1.86	Rs. 330/-	Rs. 300-685/- (18 years' benefit)

After option for revised pay-scale in terms of G.O. No. 33-Edn. (B) dated 07.03.1990.

On 1.1.86 ,	Rs. 1130/-	Rs. 980-1755/-(corresponding to Rs .280-617/-).
On 1.1.86	Rs. 1140/-	Rs.1040-1920/- (18 years' benefit)
On 1.4.86	Rs. 1165/-	-do- (increment)

(according to para 16(I) of G.O. No. 33-Edn (B) dt 7.03.90)

On 1.4.87	Rs. 1190/-	-do- (increment)

(contd.)

ILLUSTRATIVE CASES

Memo No : 211-SE (B) Dated Kolkata, the 3rd November, 1998.

Employee Y (Untrained Matriculate)

Appointed on 5.4.68
Date of increment before 1.1.86
1st Day of April

	PAY	PAY SCALE
On 1.4.85	Rs. 324/-	Rs. 280-617/-

After option for revised pay-scale in terms of G.O. No. 33-Edn. (B) dated 07.03.1990.

On 1.4.86	Rs. 1155/-	Rs. 980-1755/-
On 5.4.86	Rs. 1165/-	Rs.1040-1920/- (18 years' benefit)
On 1.4.87	Rs. 1190/-	-do- (increment)

(in terms of para 7 of G.O. No. 33-Edn. (B) dated 07.03.1990.)

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHABAN, SALT LAKE, KOLKATA - 700 091

No. : 38-SE (B) Dated, Kolkata, the 8th March, 1999.

MEMORANDUM

In continuation of the Department's Memo. No. 25-SE(B) dated Kolkata, the 12th February, 1999 regarding the revision of Pay scales and allowances and conditions of service etc. of the teaching and non-teaching staff of Government sponsored or aided.

1. School upto Class XII standard.
2. Training Institute of Primary Teachers.
3. Employees of District Primary School Councils.
4. W. B. Board of Primary Education.
5. W. B. Madrasah Education Board.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following amendments as noted below.

In para 12(2) after the words 'of this Paragraph' the following shall be added "provided that the employees who have already get two additional increments in the earlier pay revision will not get increment further in the present revised scale and the employees who have drawn only one increment in the earlier revision for 10(ten) years of service, will get one increment in the present revised scale after completion of 20 (twenty) years of service".

This has the concurrence of the Finance Department vide their U.O. No. Group 'P' (Service) No. 65 dated 3.3.99.

By order of the Governor,
Sd/- B. Ghosh
Joint Secretar, to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHABAN, SALT LAKE, KOLKATA - 700 091

No. : 155-SE (B) Dated, Kolkata , the 13th July, 1999.

MEMORANDUM

Certain points have been raised in connection with the implementation of Memorandum No. 25-SE(B)/1M-102/98 dated 12.2.1999 of this Department, regarding the revision of Pay and Allowances of Teaching & Non-teaching Employees of the West Bengal Recognised Non-Govt.. Educational Institutions. The undersigned is directed by the Order of the Governor to say that the Governor is pleased hereby to make the following amendments in the Memorandum No. 25-SE(B)/1M-102/98 dated 12.2.99 (hereinafter referred to as the said Memo.) :-

AMENDMENTS

1. At the end of Note 2 of Para 7 of the said Memo insert the following lines :

"When the date of effect from which an employee elects to draw pay in the revised scale is also the normal date of his/her increment in the existing scale of pay, the increment in the existing scale of pay shall be allowed first and the pay in the revised scale shall be fixed there after".

2. At the end of para 8, insert the following lines :-

"Increment in the revised scales of pay shall be drawn with effect from 1st day of the month in which it becomes otherwise due".

3. For the existing sub-para (3) of para 12 substitute the following sub-para :

"3, All teachers, including Physical Eduction teachers and Librarians of Secondary Schools who have improved/will improve their qualification or who were appointed with higher qualification in the subjects or group relevant to their teaching/appointment shall get higher scale of pay appropriate to their qualifications, with effect from the 1st. january, 1996 or the date of improving qualification, whichever is latter, provided that such higher qualified teachers in the relevant subjects or group is justified as per approved staff pattern of that school. If such teacher is appointed through West Bengal School Service Commission, his/her pay will be fixed in the scale of pay as per his/her qualification mentioned by the West Bengal School Service Commission".

4. For the existing para 13 substitute the following para :-

"13. The Teaching and Non-teaching employees of aided/ sponsored educational institutions who will come under the revised scale of pay as per memorandum No. 25-SE(B) dated 12.2.99, will be allowed to enjoy the retirement benefit as per revised Pension Order of this Department according to the option exercised by them under West Bengal Recognised Non-Govt. Educational Institutions Employees (Death-Cum-Retirement Benefit) Scheme, 1981".

This order issues with the concurrence of Finance Department vide their U.O. No. Group P-1607 dated 28.6.1999.

By order of the Governor,

Sd/- Nikhilesh Das,

Secretary to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE CITY, KOLKATA-700 091

No. : 417–SE(S) / 5P-33/98 Dated, the 8th March, 2000.

From : Shri D. Basu,
Joint Secretary to the Govt. of West Bengal.

To.: The Director of School Education, West Bengal.

Sub. : Higher scale of pay to the Physical Education Teacher' having M.P.Ed. Degree.

The Undersigned is directed to invite his attention to the govt. Order No. 795–Edn (S) dt. 22.11.93 wherein the benefit of higher scale of pay to the Physical Education Teachers of Secondary School including those of Madrasahs of various types having Master Degree in Physical Education from a recognised University was allowed.

2. Now in clarification of para-3 of Government Order NO. 795–Edn. (S) dt. 22.11.93 the undersigned is directed to say that the benefitof higher scale of pay is admissible to those physical education teachers only who have obtained such degree on completion of two yeas regular course from a recognized University.

This order will take effect form the date of issue of this clarification.

Sd/- D. Basu,
Joint Secretary.

No. : 425–(21) GA / OM-5/88 Datetl, the 13th March, 2000

Copy forwarded for The District Inspector of Schools (SE) .... P.O..................... Dist .... for information and necessary action.

Sd/- N. Sinha
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE CITY, KOLKATA-700 091

No. : 138-SE(B) / 1M-1/2000

Dated, the 3rd April, 2000.

From : Shri S. Bhattarcharyya,
Officer on special Duty (Budget).

To.: The Director of School Education, West Bengal.

Sub. : Demand for clear order regading determination for date of increment.

With reference to his letter No. 2075–GA dt. 24.12.99 on the above noted subject the undersigned is dircted to say that as per Note 3 of para 6 of G.O. No. 33 – Edn. (B) dt. 7.3.90, if an employee opts for the revised scale of pay on the 1st April'86 and if his normal date of increment is also 1st April'86 then at the first instance the increment of the employee in the existing scale shall be allowed and thereafter his pay shall be fixed in the revised scale on the same date i.e. 1.4.86.

Sd/- S. Bhattacharyya,
Officer on Special Duty (B).

No. : 672(21) GA / OM–5/88

Dated, the 18th April, 2000

Copy forwarded for The District Inspector of Schools (SE) .... P.O....................... Dist .... for information and necessary action.

Sd/- N. Sinha
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHABAN, SALT LAKE,
CALCUTTA - 700 091

No. : 185-SE (B)/1M-119/99 Dated, Calcutta, the 4th May, 2000.

MEMORANDUM

Consequent upon revision of Pay Scales and abolition of Special Pay of the Employees of the West Bengal Recognised Non-Govt. Educational Institutions (Aided & Sponsored) under this Department Memo. No. 25-SE(B) 1M-102/98 dated 12.2.99, special Pay attached to the following posts in the Pay Scales of ROPA, 1990 was withdrawn and not retained in the corresponding revised Pay Scales of 1998 :-

(i) Headmaster/Headmistress of Higher Secondary Schools.

(ii) Assistant Headmaster/ Assistant Headmistress of High & Higher Secondary Schools/ High Madrasah.

(iii) Headmaster/Headmistress of Junior High Schools/ Junior High Madrasah.

(iv) Head Teacher of Primary Schools.

2. In view of this (i) the Headmaster of Higher Secondary Schools draw pay in the same time scale of pay as that of Headmaster of High Schools; (ii) the Asstt. Headmaster of High and Higher Secondary Schools and Headmaster of Jr. High Schools/ Jr. High Madrasahs draw pay in the same time Scale of Pay as that of Asstt. Teacher of those Schools and (iii) Head Teachers of Primary Schools draw pay in the same time Scale of Pay as that of other Primary Teachers, though they are discharging duties involving higher responsibilities. The Government for some time past has been considering the question of granting some Additional Financial Benefit to the aforesaid categories of Teachers for discharging duties involving higher responsibilities.

3. After careful consideration of the matter, the Governor has been pleased to sanction Additional Financial Benefit as mentioned below to the following categories of Teachers subject to the conditions as mentioned in para-4 of this order :-

Category of Teachers	Additional Financial Benefit
(i) Headmaster/Headmistress of Higher Secondary Schools/ High Madrasah With Higher Secondary Courses only.	Two Additional Increments in the revised Pay Scale of 1998.
(ii) Asstt. Headmaster /Asstt. Headmistress of Higher Secondary Schools/High Madrasah with Higher Secondary Courses only.	Two Additional Increments in the revised Pay Scale of 1998.
(iii) Asstt. Headmaster/ Asstt. Headmistress, of High Schools.	One Addl. Increment in the revised Pay Scale of 1998.
(iv) Asstt. Headmaster/Asstt. Headmistress , if any, of High Madrasah	One Addl. Increment in the revised Pay Scale of 1998.
(v) Headmaster/Headmistress of Jr. High Schools/ Jr. High Madrasah.	One Addl. Increment in the revised Pay Scale of 1998.
(vi) **Head Teacher of Primary Schools :-**	
a) Trained Head Teacher.	a) Two Addl. Increments in the revised Pay Scale of '98.
b) Untrained Head Teacher.	b) One Addl. Increments in the revised Pay Scale of '98.

4 In case of the existing Teachers who were appointed to the aforesaid posts prior to 01.01.96 and continued in such posts after 01.01.96 are allowed to exercise option within 90 days from the date of issue of this Order to fix their Pay in the following manner :-

(a) To refix their pay in the Revised Pay Scale of 1998 **without** taking into account the Special Pay **drawn** by them in the pay Scale of 1990 and they will be allowed Additional Increment/ 1increments in the revised Pay Scale of 1998 as mentioned in para-3 above. Option once exercised in terms of this Order is final and can, in no case, be changed.

(b) Those who will opt for Additional Increments shall be required to give an undertaking that in case they cease to hold posts involving higher responsibility stated hereinbefore, for any reason whatsoever, he will accept pay after re-fixation excluding the increments allowed to him for holding posts of higher responsibility.

5 The Teachers who were/will be appointed in the aforesaid posts on or after 01.0196 will be allowed Additional Increments in the revised Pay Scale of 1998 as mentioned in para-3 above with effect from the date of his joining in the posts.

6 Fixation of pay on promotion or appointment to the posts of Headmaster/ Headmistress of High/Higher Secondary School/High Madrasah on or after 01.0196 will be made in the following manner.

The initial Pay of Teacher on his/her appointment on promotion in the Higher Scale of Pay for the post of Headmaster/Headmistress of High/Higher Secondary School/ High Madrasah involving greater responsibilities, shall be fixed in the higher Scale of Pay at the stage next above the pay notionally arrived at by increasing his/her pay in the lower Scale of Pay by one increment.

In case of his/her appointment to the posts as mentioned at para-3(i) above he/she will be allowed two Addl. Increments in the higher Scale of Pay as mentioned therein.

7 The relevant position contained in para 3(c); para 7 and Annexure-VI of this Deptt. Memo. No.: 25-SE(B)/1M-102/98 dated. 12.02.1999 shall be deemed to have been amended to the extent indicated in this order.

8 This order shall be deemed to have come into force with effect from **1.1.96** but no arrear of pay in respect of the period from 1.1.96 to 31.3.97 shall be paid, the arrears of pay in respect of the period from 1.4.97 to 31.1.99 shall be paid by crediting the same to the PROVIDENT FUND ACCOUNT and the revised Pay with effect from 1.2.99 shall be paid in cash as per existing rule.

9 This order issues with the concurrence of Finance Department vide their U.O. No. 89 & 91 Group-P (Pay) dated 13.01.2000 and No. 989 Group-P(Pay) dated 27.4.2000.

Sd/- D. Basu

Joint Secretary

FORM OF OPTION

(IN TERMS OF G. O. NO. 185-SE (B) DATED 4.5.2000)

1. In terms of Govt. Order No. 185-SE(B) dt. 4.5.2000 read with G.O. No. 25-SE(B) dt. 12.2.1999 I do hereby opf to Continue in the existing scale of pay. (pre-ROPA '98) of Rs. .... of my substantive / officiating / temporary post mentioned below till .... 19 ...... and to come over to the revised scale of pay (ROPA'98) of Rs. .... with effect from .... 19 .... without including the 'Special pay' drawn by me in the existing scale of pay as a component of 'existing Emoluments' as defined in para 3(c) of the G.O. No. 25-SE(B) dated 12.2.1999 for the purpose of fixation of pay under ROPA Rules, 1998 allowing me additional increment / increments as mentioned in para 3 of G.O. No. 185-SE (B) dated 4.5.2000.

2. I do hereby undertake further in terms of para 4(b) of G, O. No. 185-SE (B) dated 4.5.2000 to accept pay arrived at after refixation including the increment / increments allowed for holding post of higher responsibillities with effect from the date I cease to hold post in future (in case of such contigency) involving higher responsibility for any reason whatsoever.

Station :

Dated : Signature

Name

Designation

(Substantive / Officiating/ Temporary)

Name of the Institution ;

District :

Signature of the Controlling officer.

Note : The option once exercised is final. The employees should opt to come under the revised scale on any day between 1st Jan., 1996 and 1st Jan. 1997 after reading carefully the provisions of the Memorandum No. 185-SE(B) dt. 4.5.2000 and No. 25-SE (B) dated 12.2.1999. No Change of option shall be allowed under any circumstances. Option should be submitted within 90 days from 4.5.2000.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL)DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, CALCUTTA-91

No. : 207-SE(B)/1M-119/99. Dated, Calcutta, the 22nd May, 2000.

M E M O R A N D U M

In terms of Para-4(a) of the G.O. No. 185-SE(B) dt. 4.5.2000 read with G.O. No. 25-SE(B) dt. 12.2.1999 a specimen 'Form of Option' is sent herewith. Option has to be exercised within 90 days from 4.5.2000.

Sd/- D. Basu
Joint Secretary.

No. : 207/1(60)–SE(B) Dated, Kolkata the 22nd May, 2000.

Copy alongwith copy of 'Form of Option' is forwarded for information and necessary action to the :—

1. Director of School Education, West Bengal;
2. Deputy Director of School Education, West Bengal;
3. Deputy Director of School Education (R/P), West Bengal;
4. Deputy Director of School Education (Secondary), West Bengal;
5. Deputy Director of School Education (H.S.), West Bengal;
6. Finance Department of Gr-P (Pay), West Bengal;
7. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata;
8. Director of Accounts, School Education Department, Bikash Bhawan;
9. District Inspector of School Education (Pry) ....

10. District Inspector of School Education (Secondary) Hooghly, P.O. Chinsurah, Dist Hooghly.

11. District Primary School Council ....
....

12. Private Secretary to Minister-in-Charge (PS&M) of School Education Department;

13. Director of Pension, P.F. & G.I., Purta Bhawan, Salt Lake.

Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL)DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, CALCUTTA-91

No. : 229-SE(B)/1M-119/99. Dated, Calcutta, the 12th June, 2000.

CORRIGENDUM

In the 'Form of Option' circulated vide Memo. No. 207-SE(B)/1M-119/99 dated 22.5.2000, the word 'including' at the 3rd line of para 2 will be replaced by the word 'excluding'. After correction the paragraph will read as follows : —

'2. I do hereby undertake further in terms of para 4(b) of G.O. No. 185-SE(B) dated 4.5.2000 to accept pay arrived at after refixation excluidng the increment / increments allowed for holding post of higher responsibilities with effect from the date I cease to hold post in future (incase of such contingency) involving higher responsibility, for any reason whatsoever'.

Sd/- Illegible
Joint Secretary.
12.6.2000

No. : 229/1(75)-SE(B) Dated, Kolkata the 12th June, 2000.

Copy forwarded for information and necessary action to the :—

1. Director of School Education, West Bengal;
2. Deputy Director of School Education, West Bengal;
3. Deputy Director of School Education (R/P), West Bengal;
4. Deputy Director of School Education (Secondary), West Bengal;
5. Deputy Director of School Education (H.S.), West Bengal;
6. Finance Department of Gr-P (Pay), West Bengal;
7. Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata -1;

8. Director of Accounts, School Education Department, Bikash Bhawan;
9. District Inspector of School Education (Pry) ....
10. District Inspector of School Education (Secondary) Hooghly, P.O. Chinsurah, Dist Hooghly.
11. District Primary School Council ....
12. Private Secretary to Minister-in-Charge (PS&M) of School Education Department;
13. Director of Pension, P.F. & G.I., Purta Bhawan, Salt Lake.

12.6.2000 Sd/- Illegible

Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
(BUDGET BRANCH)
BIKASH BHAVAN
SALT LAKE CITY, CALCUTTA - 91

No. : 367-SE(Budget) / 1M-68/2000 Dated Calcutta, the 22nd September, 2000.

From : Shri D. Basu, IAS,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Higher initial pay for Pass Graduate Teachers having **marks of Distinction.**

With reference to his Memo. No : 325-GA dated 23.2.2000 on the above mentioned subject the undersigned is directed to say that the Govt. in the School Education Department regrets its inability to allow Higher Initial Pay to the Pass Graduate Teachers appointed after 01.04.81 for holding distinction marks at the initial stage on the basis of the G.O. No : 12-SE(B) dated 25.01.95; G.O. No. : 126-SE(B) dated 06.06.97 and G.O. NO : 25–SE(B) dated 12.02.99.

Finance Department's observation in the matter in connection with a similar proposal referred to them earlier is enclosed herewith for further guidance.

Enclo : As stated.

Sd/- D. Basu,
Joint Secretary.

Memo. No. : 1630(21)–GA Dated, Kolkata the 13th October, 2000.

Copy forwarded for information and necessary action to the The District Inspector of Schools (SE) ...., P.O.........................., Dist ....

for Director of School Education
West Bengal.

* For benefit at the 3rd stage of the pay Scale has not been allowed to pass Graduate for their having Distinction marks from 1.4.81 because there was no such rule/order to the effect. So at this stage the question of extension of this benefit can not arise.

Sk/-
19.10.2000

The benefit, under 1990 ROPA rules, was allowed as a matter of Career Advancement benefit. This is not comparable here.*

Sd/- S.P. Mukherjee
06.04.99

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, KOLKATA-91

No. : 97–SE(B)/1M-24/2001 Dated, the 7th March, 2001.

MEMORANDUM

Sub. : Guidelines for sanctioning House Rent Allowance to the Employees of Non-Government Aided Educational Institutions.

The Undersigend is directed to say that in terms of Para 10 of Govt. Order No : 25–SE(B) dated 12.2.99 the House Rent Allowance @ 15% of Basic Pay in the revised scale (ROPA, 1996) has been allowed to Teaching and Non-teaching Employees of Non Govt. Aided Educational Institutions subject to a maximum of Rs. 2,000/- p.m. It is stipulated therein that where both husband and wife draw H.R.A., the ceiling of H.R.A. to be drawn by both of them together shall be Rs. 2,000/- p.m. But some complaints have been received in this Department that some teaching & Non-teaching Employees of Non-Govt. Aided Educational Institutions are drawing H.R.A. without taking into consideration the Government Orders issued for this purpose from time to time. It is also not verified whether either of the spouse is working elsewhere and drawing H.R.A. from his/her respective offices.

Therefore, this Department is reminding the Director of School Education, West Bengal, to instruct all the Dist., Inspector of Schools under his control to follow strictly the Guidelines as already circulated earlier in sanctioning of H.R.A. to an Employee.

In case where both the husband and the wife are Teachers / Non-teaching Employees or one of them is a Teacher / Non-Teaching Employee of Non-Govt./Sponsored Educational Insitutions including Libraries and employees of a District Primary School Council, and other spouse is an employee of the State Govt. / Central Govt./Public Undertakings / Local Bodies etc., the H.R.A. @15% of Basic Pay may be allowed not exceeding of Rs. 2,000/- p.m. on the basis of declaration to be given by them to the effect that the H.R.A. taken by both of them together from their offices does not exceeded Rs. 2000/- p.m.

In determining the H.R.A. as admissible under Para 10 of Govt. Order No: 25-SE(B) dated 12.2.99 the Teaching and Non-teaching employees of Non-Govt. Aided Institutions including employees of Libraies and D.P.S.C., will submit a declaration stating the amount H.R.A. drawn by husband/wife of the Teaching and Non-teaching employees to the Head of the Institution where he/she is working

and Head of the Institution will determine the H.R.A. admissible to the employee concerned. In the case of the Head of the Institution the declaration will have to be submitted to the concerned District Inspector of Schools who will determine the H.R.A. admissible to the Head of the Institution. This declaration must be obtained twice a year in JANUARY and JULY (specimen H.R. Declaration From is enclosed). All Heads of the Instituions should ensure that no H.R.A. is drawn in respect of an employee for whom such declaration has not been received.

A Teacher and Non-teaching employee shall not be entitled to H.R.A. if:—

(a) His/Her wife/husband has been allotted Family Accommodation by the Aided Institution / State Govt. / Central Govt. / Autonomous Public Undertaking etc. irrespective of the fact whether he/she resides in that accommodation or not.

(b) He/She is provided with quarters accommodation.

Encl : Declaration Form.

Sd/- Illegible
Deputy Secretary to the Govt.
of West Bengal

No. : 97/1(55)–SE(B) Dated, Kolkata the 7th March, 2001.

Copy with a copy of 'Declaration Form' forwarded to the :—

1. Director of School Education, West Bengal;
2. Dy. Director of School Education (G.A.), West Bengal.
3. ... 4) ... 5) ... 6) ... 7)

Sd/- Illegible
Deputy Secretary to the Govt.
of West Bengal

Memo. No. : 593(20)–GA Dated, Kolkata the 14th March, 2001.

Copy forwarded to the The District Inspector of Schools (SE) ...., P.O........................., Dist .... for information and necessary action.

Sd/- N. Sinha
for Director of School Education
West Bengal.

Enclo : Declaration Form.
Sk/-

ENCLOSURE TO G.O. NO : 97-SE (B)
DT : 07.03.2001.

DECLARATION FORM

I hereby declare that —

(A) I AM MARRIED/NOT MARRIED :

My wife/husband IS NOT IN SERVICE under the Government of India or any State Government or any Government Undertaking or any Statutory or Local Body, Educational Institution, etc.

OR

My wife/husband IS IN SERVICE and following are the particulars of her/his employent and pay, etc. drawn by her/him : —

(a) Name and Address of her/his Office,

(b) Present Pay per mensem,

(c) House Rent Allowance drawn by her/him per mensem.

(B) HOUSE RENT PAID/RENTAL VALUE OF THE BUILDING :

Signature : ______________________

Name : ______________________

Designation : ______________________

Date : ______________________

Department : ______________________

Office : ______________________

(Please strike out which is not applicable).

....

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 970–SE(S)/8P-86/2001 Dated Kolkata, the 28th June, 2001.

From : Shri M. Biswas,
Dy. Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhawan, 7th floor, Kolkata - 700 091

Sub. : Sanction of post graduate scale to those obtaining Master Degree in Physical Education from Jadavpur University.

Ref. : His memo no. 1118–GA dt. 16.05.2001.

The Government in the School Education Deptt. has been pleased to accord recognition to the M.P. Edn. Degree of the Jadavpur University obtained through 3-Trimester Courses for the purpose of appointment to the post of teachers/according Higher Scale of pay.

In the light of above decision of the Govt. all such cases may be disposed of at his end accordingly.

Sd/- Illegible
Deputy Secretary to the Govt. of
West Bengal.

Memo No. : 1570 (21) G.A. Dated, Kolkata, the 6th July, 2001.

Copy forwarded for The District Inspector of Schools (S.E.) ....P.O. ...., Dist.................. .... for information and necessary action.

Sd/- P. Pradhan
for Director of School Education
West Bengal.

S.K.C./
6.7.01.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE , KOLKATA-700 091

No. : 1013–SE(S) Dated, Kolkata, the 2nd July, 2001.

From : The Asstt. Secy. to the Govt. of West Bengal.

To. : The Director of School Education,
West Bengal. .

Sub. : Prayer for change of date of Opitons.

The undersigned is directed to say that a Certificate to the effect that "If the Government accepts the proposal ther will be no arrear of pay" may be furnished when the proposals for change of date of options are sent to Government for consideration and approval in future.

Sd/- Illegible
Asstt. Secretary.

Memo No. : 1576 (21) G.A. Dated, Kolkata, the 9th July, 2001.

Copy forwarded for The District Inspector of Schools (S.E.), ...P.O. ...., Dist................. .... for information and necessary action.

9.7.2001

Sd/- P. Pradhan
for Director of School Education
West Bengal.

Sk/-

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 394–SE(B)/5s–150/98 Dated, the 7th August, 2001.

MEMORANDUM

Sub. : Amendment of G.O. No. 372-Edn (B) dt. 31.7.81.

The Undersigend is directed by order of the Governor to say that the Governor has been pleased to make the following amendment in this Department's G.O. No. 372-Edn (B) dt. 31.7.1981 :

The portion of G.O. No. 372-Edn. (B) dtd. 31.7.81 (now being amended)	As amended hereby
N.B. (1) of Annexure -I (Page 7) of the G.O. :	
"All existing Secondary School teacher will be allowed annual increment in the revised scale of pay provided that untrained teachers will have to get themselves trained within 5 years from April 1981 failing which their increment will be stopped till they get themselves trained."	"All existing untrained Secondary teachers and those who will be appointed on or after 01.04.1981 shall be allowed annual increments in the revised scales of pay for a maximum period of 5 (five) years within which they will have to get themselves trained failing whcih their increment will be stopped till they get themselves trained."

This order cancels the clarification regarding non-payment of incremental benefit to the above mentioned teachers under Memo. No. 1080/GA/3B-58/02 of the Director of School Education, West Bengal dated 9.8.1983.

This order issues with the concurrence of the Finance Department vide their U.O. No. F-247/01 (Group-B) dtd. 18.6.2001.

Sd/- D. Basu
Special. Secretary.

No. : 394/1(2)–SE(B), Dated, 7.8.2001

Copy forwarded for information and necessary action to the :—

1. Director of School Education, West Bengl
   Bikash Bhavan, 7th floor, Salt Lake, Kolkata - 91.
2. Finance Department, Group 'B'
   Government of West Bengal.

Sd/- D. Basu
Special. Secretary.

No. : 394/2(1)–SE(B), Dated, 7.8.2001

Copy forwarded for information and necessary action to the :—

1. Director of Account (School Education), 6th floor
   Bikash Bhavan, Salt Lake, Kolkata - 91.

Special Secretary.

পশ্চিমবঙ্গ সরকার

বিদ্যালয় শিক্ষা বিভাগ

মাধ্যমিক শাখা

বিকাশ ভবন, বিধাননগর, কলকাতা ৭০০ ০৯১

পত্রাংক ২০৬২ - বিদ্যালয় শিক্ষা (মাধ্যমিক), তারিখ, ৯ই নভেম্বর, ২০০১

প্রেরক : শ্রী পি. কে. ভট্টাচার্য্য
সহ-সচিব, পশ্চিমবঙ্গ সরকার।

প্রাপক : বিদ্যালয় শিক্ষা অধিকর্তা,
পশ্চিমবঙ্গ সরকার

বিষয় : পি.এইচ.ডি. ডিগ্রীর জন্য অতিরিক্ত আর্থিক সুযোগ পাওয়া আবেদন।

উপযুক্ত কর্তৃপক্ষের নির্দেশে বিদ্যালয় শিক্ষা অধিকর্তার বিগত ২৫.৯.২০০১ তারিখের ২৩৪২- জি. এ. ৪জি ৩০৮।৮১ নং চিঠির আলোচ্য বিষয় সম্পর্কে জানানো যাচ্ছে যে, যে বেতনক্রম অনুযায়ী বিদ্যালয় কৃত্তক আয়োগ থেকে প্রার্থী মনোনীত হয়েছেন, সেই বেতনক্রমই তাঁরা পাবেন। এখানে পি. এইচ. ডি. ডিগ্রির জন্য অতিরিক্ত সুযোগ তাঁরা পাবেন না। এটাই বর্তমান ধরে নিয়ে সিদ্ধান্ত গ্রহণ সঙ্গত।

স্বাঃ

সহ-সচিব

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 138–SE(B)/ESO/B/1M-28/2000 Kolkata, the 15th February, 2002.

M E M O R A N D U M

The issue of determining the appropriate scale of pay for craft teachers having 3 years' Lady Brabourne Diploma (LBD) serving in non-Govt. recognised and aided educational Institutions was under consideration of the Government for sometime past. The scale of pay of Craft Teachers according to their qualifications under different ROPA Rules were as under.

Qualification	Scale of pay W.e.f.			
	01.4.61	01.4.66	01.4.70	01.4.75
5-year Diploma from Govt. College of Art & Craft/Kalabhavan (Viswabharati)/Rabindra Bharati University.	Rs.160-295/-	Rs.167-317/-	Rs.265-450/-	Rs.300-750/-
Matric Plus 2 years' Craft Training Certificate of 10 years experience.	Rs.115-185/-	Rs.120-230/-	Rs.220-350/-	Rs.230-400/-
Matric Plus 1 year Craft-training Certificate OR Non-matric plus 2 yrs. Craft-training Certificate.	Rs.80-150/-	Not Revised	Rs.175-230/-	Rs.220-270/-

Although no scale of pay had been prescribed specifically in the ROPA Rules as above for Craft Teachers haivng 3 years Lady Brabourne Diploma, in most of the cases such teachers, irrespective of whather they are matriculate or non-matriculate, were allowed to enjoy by administrative / DPI's order the scales of pay as were prescribed for Craft teachers having matric plus 2 years' craft training certificate till 31.3.81. In ROPA rules 1981 a new revised scale of pay of Rs. 425-1050/- was prescribed for holders of "any other diploma". As the

scales of pay in ROPA'81 were prscribed according to qualifications and as there was no one-to-one correspondence of scales of pay in that ROPA Rules, the basic pay of some of such teachers who were non-matric were fitted to the scale of Rs. 300-685/- (scale for Matric plus 1 year Craft training certificate OR non-matric plus 2 years' craft training certificate) and the basic pay of some other was fitted to Rs. 425-1050/- taking advantage of the broad connotation of the term "any other diploma" by Administrative / Directorate's orders. Determination of eligibility of pay scales in both the above cases created anomalies. The decision of bringing down the scale of pay of 3 years' LBD holder teachers who were enjoying Rs.220-270/- scale under 1975 revision to scale of Rs. 300-750/- under ROPA'81 was not just and proper since they were enjoying the unrevised scale on the basis of the Diploma and the academic qualification of matric was not a pre-requisite for admission in LBD course. On the other hand the scale prescribed in ROPA'81 for teachers holding Diploma in Engineering (Sl. 4 Col. 4(B) (iv) (b) was the same. The former category was getting the scale of Rs. 200-400/- w.e.f. 01.4.61, Rs. 300-500/- from 01.4.70 Rs. 300-750/- from 01.4.75. The existing teachers of erst while Class-XI schools who had Diploma in Engineering were holding Rs. 350-800/- Scale as personal to them under 1975 revision. The scales enjoyed by Diploma in Engineering teachers were all along higher than that enjoyed by 3 year Lady Brabourne Diploma holders. It was also not proper that the scale of Lady Brabourne Brabourne Diploma holders would be made at per with that of the holders of Diploma in Engineering.

2. On careful consideration of the issue the Governor is now pleased to decide that the Craft Teachers holding 3 years' Lady Brabourne Diploma and serving in Non-Govt. recognised and aided educational Institutions will be allowed to enjoy the scale of pay of Rs. 360-815/- under ROPA Rules 1981 and the corresponding revised scale of Rs. 1200-2300/- under ROPA Rules 1990 and so on, irrespective of the fact whether they are matriculate or non-matriculate. In order to allow the benefit of the scale of Rs. 425-1050/- under ROPA Rules'81 on the basis of "any other diploma such diploma should be equivalent to Diploma in Engineering and the candidate must also be a matric or equivalent.

3. The Governor is also pleased to allow Smt. Bina Paul, retired Craft Teacher of Hijli High School, Kharagpur, Midnapore the scale of pay of Rs. 360-815/- (ROPA)'81 and Rs. 1200-2360/- (ROPA'90) as personal to her and also to condone the overdrawal by Smt. Bina Paul from 01.4.81, due to her placement under the orders of the Directorate in the scale of Rs. 425-1050 (ROPA'81) and in Rs. 1390-2970 (ROPA'90), till 31.12.95, the date of her retirement.

4. This supersedes this Department's memo no. 637-Edn (S) dated 24.8.94, No. 152-SE(B) dt. 08.12.95, No. 341-SE(B) dt. 08.09.2000, No. 73-SE(B) dt.

29.2.2000, Directorate of School Edn. Memo No. 742-GA dt. 10.4.86 and all other previous orders on the subject.

5. This issues with the concurrance of the Finance Department vice their D.O. No. 339-Group-P (Service) dt. 28.12.2001.

Sd/- N. Biswas
Deputy. Secretary.

No. : 138/1(5)–SE(Budget)),

Copy forwarded for information and necessary action to the :—

1. The Director of School Education, West Bengal.
2. The Finance Department (Audit Branch) Writers' Buildings, Kol-1
3. The Director,
   DPPG, Purta Bhawan, Salt Lake, Kolkata - 91;
4. The District Inspector of Schools (SE) Midnapore;
5. Smt. Bina Paul, Retd. Craft Treacher,
   Hijli Co-operative Development Society, Khargagpur-721306.

Kolkata,
the 15th February 2002.

Deputy. Secretary.

Memo. No. : 1665(21)-G.A. Dated, Kolkata, the 11th July, 2002.

Copy forwarded to The District Inspector of Schools (S.E.) Hooghly, P.O. Chinsurah, Dist Hooghly, for information and necessary guidance.

Sd/- P. Pradhan
for Director of School Education
West Bengal.

S.K.C. 11.7.02

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 324–SE(B)/1M-68/2000 Dated, Kolkata, the 22nd May, 2002.

MEMORANDUM

The issue of extending the benefit of fixation of basic pay at the 3rd stage of the scale of pay to the Pass graduate teachers having distinction marks, of the recognised and aided educational institutions (excluding DA getting schools) who were appointed during the period from 1.4.81 to 31.12.85 was under considertaiton of the Govt. for sometime past. Since 1.4.54 the pass graduate teachers with distinction marks were being allowed either separate scale of pay or additional increments/fixation of pay at the 3rd stage of the scale of pay or additional increments / fixation of pay at the 3rd stage of the scale of pay prescribed for them. The aforesaid benefit were allowed to continue upto 31.03.81. But consequent upon introduction of ROPA Rules, 1981, the benefit in whatever form it was, was withdrawn. Subsequently, with the introducation of ROPA Rules, 1990, the benefit was again allowed to the Pass graduate teachers with distinction marks to get their pay fixed at the 3rd stage of the prescribed scale of pay though the same provision was incorporated below the provision under CAS'90. Under ROPA Rules, 1998, the same benefit has not, however, been extended any further. The fact, therefore, remains that the teachers appointed during the period from 1.4.81 to 31.12.85 could not get the benefit of fixation of pay at higher stage due to abolition of the same provision under ROPA Rules, 1981 while the said benefit was allowed to the teachers appointed prior to 1.4.81 and on or after 1.1.86 till 31.12.95. Thus the teachers were deprived of the benefit for their being appointed during the period from 1.4.81 to 31.12.85.

In order to restore the equality and in the interst of natural justice, the Governor after careful consideration, has now been pleased to decide that the Pass graduate teachers who passed B.A./B.Sc./B.Com degree examination where such examination is held in parts, of either 2 years or 3 years degree course, without any interruption in between the parts of examination, securing at least 50% of the total full marks in the aggregate of all the parts and who were appointed during the period from 1.4.81 to 31.12.85 will get the benefit of fixation of their basic pay at the 3rd stage of the appropriate scale of Pay subject to the condition that the entire pay fixation for awarding such benefit would be notional till the date of issue of the order.

2. This order issues with the concurrence of the Finance Department, Group 'P' (Pay) vide their U.O. No. 488 dated 24.04.2002.

3. All concerned are being informed accordingly.

Sd/- D. Basu

Special Secretary to the Govt. of West Bengal.

No. : 324/1(10)–SE(B) Dated, the 22nd May, 2002.

Copy forwarded for information and necessary action to the :—

1. to 4 ....
5. Director of School Education, West Bengal, Bikash Bhavan, Salt Lake, Kolkata - 91;
6. to 8 ....

Sd/- D. Basu

Special Secretary to the Govt. of West Bengal.

No. : 1341(20)–G.A. Dated, Kolkata, the 28th May, 2002.

Copy forwarded for information and immediate action to :

The District Inspector of Schools (S.E.) ....,
P.O. ...., Dist ....

Sd/- P. Pradhan

28.05.02

for Director of School Education

West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE, KOLKATA-700 091

No. : 735-SE(S)/5P-132/2002 Dated, Kolkata, the 3rd June, 2002.

From : Shri D. Basu, IAS
Special Secretary to the Govt. of West Bengal.

To. : The Director of School Education,
West Bengal.

Sub. : Granting of Higher scale of pay to post Graduate teacher selected by S.S.C. as Hons. Graduate.

Withe reference to his Memo NO. 1000-GA dated 22.04.2002 on the above noted subject, the undersigned is directed to say that the question of granting higher scale of pay to Hons. Graduate teachers having Post Graduate Degree in the subjects relevant to their appointment working in Non-Govt. Aided Secondary Schools and Madrasahs after being selected by concerned school service Commission has been under consideration of the State Govt. for some time past.

It is a fact that Hons. Graduate candidates have to compete with the Post Graduate Candidates on the same set of syllabus and same set of question papres in the test held by the W.B.S.S.C. for selection of teachers. Moreover, the W.B.S.S.C. prepares a single panel in a subject from amongst the selected Hons. and Master degree holders.

Upon due consideration of the fact the Govt. in the School Education Department has decided that Hons. Graduate teachers of Non-Govt. aided Secondary Schools including Madrasahs appointed through W.B.S.S.C. who have obtained post graduate degree in the subject relevant to their appointments prior to their date of joining in the School/Madrasahs or who have completed their course of studies at Post Graduate level in the subject relevant to their appointment or have appeared at the examination but result of that examination was not published till the date of their joining may be allowed higher scale of pay with effect from the date of joining or the date following the last date of examination (both theoretical and practical) whichever is later .

The last sentence of para 3 of the G.O. No. 155-SE (B) dated 13th July, 1999 (amending G.O. No. 25-SE (B)/1M0102/98 dated 12.02.1998) is further amended to this extent.

Sd/- D. Basu
Special Secretary to the Govt. of West Bengal.

No. : 1445(20)–G.A. Dated, Kolkata, the 10th June, 2002.

Copy forwarded for information and immediate action to :

The District Inspector of Schools (S.E.) ....,
P.O. ...., Dist ....

Sd/- P. Pradhan
10.6.2
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE, KOLKATA-700 091

No. : 1173-SE(S)/5P-31/2001 Dated, the 22nd August, 2002.

From : Shri B. Banerjee
Asstt. Secretary to the Govt. of West Bengal.

To. : The Director of School Education, West Bengal.
Bikash Bhavan, 7th floor, Kolkata - 91.

Sub. : Prayer regarding change of date of options in the revised scale of pay.

The undersigned is directed to say that Govt. is not inclined to consider the proposals relating to change of date of option under ROPA'70 as well as pre-70 ROPA's.

All concerned may be informed accordingly.

Sd/- B. Banerjee
Assistant Secretary.

Memo No. : 2088(21)–G.A. Dated, Kolkata, the 28th August, 2002.

Copy forwarded for information and necessary action to :

The District Inspector of Schools (S.E.) ....,
P.O. ...., Dist ....

Sd/- P. Pradhan
28.8.02
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
LAW BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 1413-SE(S)/5s-150/90 Dated, the 29th October, 2002.

MEMORANDUM

In continuation to this Department's Order No. 394-SE(B) dated 07.08.01 the undersigned is directed by the order of the Governor to say that the Governor has been pleased to allow the beneficiaries of the said G.O. No. 394–SE(B) dated 07.08.01, who joined from 01.0481 to 31.12.85 (both days inclusive) to reexercise their option to come under ROPA Rules, 1990 and ROPA Rules, 1998, within 90 days from the date of publication of this order.

This issues, as a special case, in relaxation of para 5(1) of G.O. No. 33-Edn (B) dated 07.03.90 and para 6 (1) of G.O. No. 25-SE(B) dated 12.02.99 both of which stipulated the time limit of exercising option and also in relaxation of para 6 (3) of G.O. No. 25-SE (B) dated 12.02.99.

Fixation of pay in the revised scales due to exercise of revised option will, however, be notional and no cash benefit will be allowed before 1st August, 2001.

This order issues with the concurrence of the Finance Deptt. Group 'B' vide their U.O. No. ES-179 dated 17.10.02 read with Finance (Law Cell) Deptt. U.O. No. IL 247/01 dated 18.06.01.

Sd/- D. Basu
Special Secretary to the Govt. of
West Bengal.

No. : 1413/1(8)–SE(Law) Dated, the 29th October, 2002.

Copy forwarded for information and necessary action to the :—

1. to 5. ....

6. The Director of School Education, West Bengal, Bikash Bhavan, 7th floor, Salt Lake, Kolkata - 91;

7. to 8. ....

Sd/- Illegible
Assistant Secretary

No. : 2832(21)–G.A. Dated, Kolkata, the 7th November, 2002.

Copy forwarded to :

The District Inspector of Schools (S.E.) ...., P.O. ...., Dist .... for information and immediate action

Sd/- P. Pradhan
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE, KOLKATA-700 091

No. : 7-SE(B)/1M-229/2002 Dated, Kolkata, the 3rd January, 2003.

From : Shri D. Basu, IAS
Spl. Secretary to the Govt. of West Bengal.

To. : The Director of School Education, West Bengal.

Sub. : Revision of pay-scales of old B.com. (Pass) Asstt. Teachers of non-Govt aided Secondary Schools under ROPA, 1981.

A question has been raised as to whether the benefit prescribed under Education Department's G.O. No. 236-Edn (B) dated 06.08.1984, would be allowed to the teachers who have passed B.Com. (Pass) Examination of a recognised University and were appointed in non-Govt. aided Jr. High Schools/Jr. High Madrasahs upto 24.12.1966 in the event of the schools being subsequently upgraded to High/H.S. Schools/High Madrasahs.

On careful consideration of the matter, it is hereby clarified that the benefit under G.O. No. 236-Edn (B) dt. 24.12.1966 is applicable to the teachers who passed the B. Com. (Pass) examination of a recognised University before 1966 and were initially appointed in non-Govt. aided Jr. High School/Jr. High Madrasahs upto 24.12.1966. So, the said teaches will be allowed to enjoy the benefits granted under the G.O. No. 236-Edn (B) dt. 06.08.1984.

Sd/- D Basu
Special Secretary.

No. : 125(21)–G.A. Dated, Kolkata, the 13th January, 2003.

Copy forwarded for information and immediate action to :

The District Inspector of Schools (S.E.) ....,
P.O. ...., Dist ....

Sd/- P. Pradhan
13.1.03
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, KOLKATA - 91

No. : 31-SE(B) / 1M-5/2003 Dated, Kolkata, the 15th January, 2003.

From : Shri M. Biswas,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal,

Sub. :. Grant of H.R.A. to the teaching/non-teaching employee of non Govt. Aided Institution where either of the spouce is an employee of a Private Organisation-Clarification of —

In terms of G.O. No. 475-Edn (B) dated 17.10.81 and 5-Edn(B) dt. 11.01.82 it has been stipulated that H.R.A. will be admissible either to the husband or to the wife whichever if favorable to them if either of them has been alloted family accommodation at the same station by the aided institution / Central Govt./State Govt./Autonomous Public Undetaking etc., whether he/she resides separately in accommodation rented by him/her.

Now a question has come to the fore as to whether a teaching/non-teaching employee of a non Govt. aided institution whose husband/wife in an employee of a purely private organisation where Govt. does not at all contribute any financial assistance will be eligible to draw H.R.A.

After careful consideration of the matter Governor has been pleased to clarify that the teaching/non-teaching employee of the non-govt. aided institution will be admissible to draw H.R.A. @ 15% of the basic pay but not exceeding Rs. 2000/- per month as per extant Rules irrespective of the H.R.A. drawn by either of the spouce from the private organisation, in which Central/State Govt does not contribute any financial assistance.

This order will take immediate effect.

Sd/- M. Biswas
Deputy Secretary.

No. : 221(22)–G.A. Dated, Kolkata, the 24th January, 2003.

Copy forwarded The District Inspector of Schools (S.E.) ...., ...P.O. ...., Dist .... for information and necessary action.

Sd/- P. Pradhan
24.1.2003
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 198–SE(B)/1M–119/99 Dated, Kolkata, the 6th May, 2003.

MEMORANDUM

Sub. : Clarifications to G.O. No. 185–SE(B) dated 4th May, 2000

Some of the District Inspector of Schools and the District Primary School Councils asked for clarification on some points in the matter of implementation of G.O. No : 185-SE(B) dated 04.05.2000. The matter was under consideration of the Government in the School Education Department for some time past. The undersigned is now directed by order of the Governor to issue the following clarifications to the G.O. No : 185-SE(B) dated 04.05.2000.

1. If any Assistant Headmaster/Assistant Headmistress of a High School or Assistant Headmaster / Assistant Headmistress of a High Madrasah with High School Course who has been allowed to draw an additional increment in terms of para 3 (iii) and 3 (iv) of the above G.O. respectively, subsequently becomes Assistant Headmaster/Assistant Headmistress of a Higher Secondary School/High Madrasah with Higher Secondary Course he/she will not be allowed to draw additional increment which he/she was drawing on his/her appointment as Assistant Headmaster / Assistant Headmistress of High School / High Madrasah with High School Course w.e.f. his/her date of joining the new post. No fixation benefit will be admissible in such case. He/She will however be allowed to draw two additional increments in terms of para 3(ii) of the aforesaid Government Order w.e.f. the date of his/her joining the new post after excluding the additional increment he/she was drawing in terms of Para 4(b) ibid. His/her date of normal annual increment wil remain unchanged.

2. If any Assistant Headmaster / Assistant Headmistress of aHigh School or Assistant Headmaster / Assistant Headmistress of a High Madrasah with High School Course who has been drawing one additional increment in terms of Para 3(iii) and Para 3 (iv)of the above Government Order is subsequently appointed Headmaster/Headmistress of a Higher Scecondary School / High Madrasah with Higher Secondary Course, his/her pay will be fixed excluding the additional increment which he/she was drawing as Asstt. Headmaster/Asstt. Headmistress of High School/High Madrasah with High School Course. His.Her pay in the pay scale of Headmaster/Headmistress of a Higher

Secondary School/High Madrasah with Higher Secondary Course will be fixed in the manner as stipulated in para 6 of the above Government Order. After such fixation he/she will be entitled to draw two additional increments in terms of Para 3(i) of the above Government order from the date of joining his/her new assigment. His/her next increment will fall due after completion of one full year from the date of joining his/her new assignment.

3. If any Headmaster / Headmistress of a High School / High Madrasah with High School Course becomes the Headmaster / Headmistress of Higher Secondary School / High Madrasah with Higher Secondary Course he/she will not be entitled to any fixation benefit. He/She will be entitled to two additional increments as admissible to Headmaster / Headmistress of Higher Secondary School / High Madrasah with Higher Secondary Course in terms of Pars 3(i) of the above Govt. Order from the date of his/her joining the new assisgnment. His/Her date of normal annual increment will remain unchanged.

4. If any Headmaster / Headmistress of a Junior High School / Junior High Madrasah becomes the Assistant Headmaster / Assistant Headmistress of a High School / High Madrasah with High School Course, he/she will not be allowed to draw the additional increment which he/she was drawing on his/her appointment as Headmaster / Headmistress of a Junior High School / Junior High Madrasah from the date of his/her joining the new post. No fixation benefit is admissible in such case. He/She will, however, be allowed to draw one additional in crement in terms of para 2(iii) or Para 3 (iv) of the above G.O. as the case may be. His/Her date of normal annual increment will remain unchanged.

5. If the Headmaster / Headmistress of Junior High School / Junior High Madrasah becomes the Asstt. Headmaster / Asstt. Headmistress of a Higher Secondary School / High Madrasah with Higher Secondary Course, he/she will not be allowed to draw the additional increment which he/she was drawing as Headmaster / Headmistress of a Junior High School / Junior High Madrasah with effect from the date of his/her joining the new post. No fixation benefit is admissible in such case. He/She will however be allowed to draw two additional increments in terms of para 3 (ii) of the above G.O. with effect from the date of his/her joining the new post. His/Her date of normal annual increment will remain unchanged.

6. If the Headmaster / Headmistress of a Junior High School / Junior High Madrasah is appointed to the post of Headmaster / Headmistress of a High School / High Madrasah he/she will not be allowed to draw the additional increment which he/she was drawing as Headmaster / Headmistress of a Junior High School / Junior High Madrasah w.e.f. the date of his/her joining the new post. His/Her pay in the new posting will be fixed in the Scale of Pay of Headmaster / Headmistress of High School / High Madrasah as per normal

rules after excluding the additional increment which he/she was drawing as Headmaster / Headmistress of a Junior High School / Junior High Madrasah. His/Her next increment will fall due after completion of one full year from the date of joining his/her new assignment. There is no provision of following additional increment in respect of the Headmaster / Headmistress of High School / High Madrasah in the above G.O.

7. This order issues with the concurrence of the Finance Department vide their note dated 01.04.2003 at page 27 in File No : ES/O./B/1M-119/99.

Sd/- D Basu

Special Secretary to the
Government of West Bengal,
School Education Deptt.

No. : 198/1(55)–SE(B) Dated, Kolkata, the 6th May, 2003.

Copy forwarded for information and necessary action to the :–

1. *** 2. *** 3. *** 4. *** 5.

6. Director of School Education W.B., Bikash Bhavan, Salt Lake, Kolkata 700 091.

7. *** 8. *** *** 54.

Sd/- Illegible
Assistant Secretary
Govt. of West Bengal,School Education Deptt.

No. : 1703(20)–GA Dated, Kolkata, the 15th July, 2003.

Copy forwarded to the District Inspector of Schools (S.E.) ....,P.O. ...., Dist .... for information and immediate action.

Sd/- P. Pradhan
for Director of School Education
West Bengal.

Sk/-

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 341–SE(B)/1M-14/03 Dated, Kolkata, the 10th September, 2003.

From : Shri S.K. Mahapatra,
Deptuty Secretary to the Govt. of West Bengal

To. : The Director of School Education, West Bengal.

Sub. : Cancellation of G.O. No. 16-SE(B) dated 4.01.2002 in connection with pay protection of the employees of Non-Government Educational Institutions.

The undersigned is directed to say that government in the School Education Department have cancelled the G.O. No. 16-SE(B) dated 04.01.2002 issued from this Department earlier on the above mentioned subject after getting the Finance Department's Observation dated 18.06.2003 (in File No. 1M-14/2003 at page No. 4) which is as follows : — "Finance Department's concurrence is not necessary in allowing pay protection to those employees. Administrative Department may take necessary action under existing rules, if any."

Sd/- illegible
Deputy Secretary.

ITEM NO. 7

EXTENSION OF SERVICE

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
WRITERS' BUILDINGS, KOLKATA-1.

No. : 458-Edn (S) / 10R-1/90 PT. Dated, the 27th April, 1992.

NOTIFICATION

In exercise of the power conferred by sub-section (1), and in particular, by clause (*d*) of sub-section (*2*), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act of 1963), the Governor in pleased hereby to make, after previous publication as required by sub-section (*1*) of the said section, the following amendment in the Management of Recognised Non-Govt. Institutions (Aided and Unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :

AMENDMENT

For sub-rule (1) of Rule 28 of the said rules, *Substitute* the following sub-rule :

1. In an aided institution the Committee shall, subject to the provisions of any Grant-in-aid scheme or Pay Revision scheme or any order or direction or guidelines issued by the State Government or the Director in connection there with and in force for the time being, have the power :

(i) to appoint teachers and other employees on permanent basis against permanent vacancies, if available, within the sanctioned strength of teachers and other employees, approval for such appointment being thereafter sought for from the Director or any other officer authorised by him, ordinarily within a fortnight from the date of decision of the Committee;

(ii) to appoint teachers and other employees on temporary basis against permanent or temporary vacancies, if available, within the sanctioned strength of teachers and other employees approval for such appointment being thereafter sought for from the Director or any other officer authorised by him, ordinarily within a week from the date of decision of the Committee;

(iii) to extend, if it thinks fit, the service of any teacher of other employee, who was in service on the 31st December, 1985, but did not opt for the revised scales of pay introduced with effect form the 1st January, 1986, or having opted for such revised scales of pay, subsequently withdraws such option in terms of any order of the States Government in this behalf, beyond the age of 60 years, being the age of superannuation, on a year to year basis, but not beyond the age of 65 years.

Provided that the teacher or the employee concerned is physically fit and mentally alert and that the approval for such extension shall be sought for from the Director or any other officer authorised by him, within a period of 15 days from the date of decision of the Committee.

Provided further that the teacher or other employee, who withdraws his option for the revised scales of pay introduced with effect form the 1st January, 1986, in terms of any order of the State of Government in this behalf, shall be deemed to have not opted for the said revised scales of pay;

Provided also that notwithstanding anything contained in this clause, such teacher employee may too for any revised scale of pay under any subsequent pay revision scheme, if he agrees to retire in accordance with in terms of such scheme or at the age of superannuation for the time being in force where there is no such term.

2. This notification shall be deemed to have come into force on the 20th day of August, 1991.

By order of the Governor

U.K. Roy

Secretary to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH
WRITERS' BUILDINGS, KOLKATA - 1.

No. : 194-Edn (B) / 1M-6/90 Pt. III

Dated, the 27th April, 1992.

MEMORANDUM

1. The undersigned is directed to say that in view of the judgement delivered by the Hon'ble High Court at Kolkata on 6.8.91 in FMAT No. 1425 of 1990 the Governor has been pleased to order that the teaching and non-teaching staff of the educational institutions mentioned in the Memo No. 372-Edn(B) dt. 31.7.81 who were in service on 31.3.81 and opted for he revised scales of pay introduced with effect form 1.4.81 be allowed the benefit of extension of service up to the age of 65 years on a year to year basis subject to fulfilment of other conditions.

2. Paragraph 6 of Memo No. 372-Edn(B) dt. 31.7.81 together with sub-paragraphs thereunder stands amended to that extent.

3. This order issues with the concurrence of the Finance Department vide their U.O. No. C.P. No.1193 dated 27.4.92

4. All concerned are being informed accordingly.

Sd/- U.K. Ray
Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. : 196-Edn (B) / 1M-6/90 — Dated, the 27th April, 1992.

MEMORANDUM

1. The undersigned is directed to say that in view of the judgement delivered by the Hon'ble High Court at Kolkata on 6.8.91 in F.M.A.T. No. 1425 of 1990 and C.O. No. 6605 (w) of 1990 some of the teaching and non-teaching staff of the educational institutions mentioned in the Memo No. 33-Edn(B) dt. 7.9.90 who opted for the revised scales of pay introduced with effect from 1.1.86 may feel inclined to withdraw their option and revert to their pre-1986 scales of pay with a view to enjoying the benefit of the extension of service on a year to year basis subject to fulfilment of other conditions.

2. In view of the above noted judgement, the State Government in the Education Department has been considering the question for some time past as to whether such staff as aforesaid will be permitted to revert to the scale of pay prevalent prior to 1.1.86.

3. In the circumstances, after careful consideration of the matter, the Governor is pleased to order that such teaching and non-teaching staff as aforesaid be permitted to withdraw their option and revert to the scales of pay prevalent prior to 1.1.86, subject to the condition that they will have to refund to the Government the excess amount, if any, drawn by them consequent upon fixation of their pay in the revised scales of pay introduced with effect from 1.1.86. Such withdrawal of option may be effected by submission of a written statement to the concerned authorities to that effect in the enclosed form within 90 days from the date of issue of this order and also of an undertaking to refund the excess amount, if any, drawn by them as stipulated above within 60 days from the date of submission of the written statement and undertaking.

4. The Memo No. 33-Edn(B) dt. 7.3.90 stands amended to that extent.

5. This order issues with the concurrence of the Finance Department vide their U.O. No. Cr. P. No. 1193 dt. 27.4.92.

6. All concerned may be informed accordingly.

Sd/- U.K. Ray.
Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. : 300-Edn (B) / 1M-6/90 Pt. III — Dated, the13th August, 1992.

MEMORANDUM

The undersigned is directed to state that consequent upon provisions made under Government Order No. 196-Edn(B) dated 27.4.92 to allow teaching and non-teaching employees of the Educational Institutions to withdraw their option and revert to the scale of pay prevalent prior to 1.1.86 subject to the condition that they will have to refund to the Government the excess amount, if any, drawn by them consequent upon fixation of their pay in the revised scale of pay introduced with effect from 1.1.1986, a proposal for prescribing the detailed procedure to be followed in connection with such refund was under consideration of the Government. I am directed by order of the Governor to say that after careful consideration the Governor has been pleased to prescribe the following procedure for refund of such overpayment made to such employees of the Educational Institutions :

1. The employee concerned shall submit written option to retain the scale of pay prevailing prior to 1.1.86 to the authority of the school.

The District Inspector of Schools or Chairman, District Primary Education Council as the case may be shall intimate the employees concerned the overpayment made to such employee within 3 (three) weeks from the date of receipt of such option.

2. On receipt of such intimation of the concerned employee shall deposit the amount in T.R. form No. VII in the Reserve Bank of India or the Treasury to the State Account within the stipulated period of time fixed for the purpose.

3. The deposit shall be made by the (a) the employees of the secondary schools under the detailed head of account "0202-Education, Sports, Art and Culture-01-General Education-102-Secondary Education-4. Recoveries of overpayment.".

(b) employees of the primary school under the detailed head of account "0202-Education, Sports, Art and Culture-01-General Education-101-Elementary Education-3. Recoveries of overpayment".

The opening of minor head of account-detailed above has been sanctioned under Government Order No. 299-Edn (B) dt. 13.8.92.

(c) A copy of Treasury challan showing the deposit shall be submitted to the D.I./the District Primary School Council.

(d) Till the Treasury challan showing the deposit is not submitted to the D.I./The District Primary School Council, the drawal of pay in the scale of pay prevailing prior to 1.1.86 shall be treated as provisional.

(e) The concerned authority of the school shall record fact of such refund in the service book of the employee concerned with proper attestation.

4. This order issues with the concurrence of Finance Department vide their U.O. No. 266-Group-T dated 4.8.92.

5. The order is issued subject to any solemn order passed by the Hon'ble High Court at Kolkata in (1) Bengal Teachers' & Employees' Association-Vs-State of West Bengal, (2) West Bengal Primary Teachers' Association-Vs-State of West Bengal, (3) Bengiya Prathamik Sikshak Samity-Vs-State of West Bengal, (4) Bengal Primary Teachers' Association-Vs- State of West Bengal, (5) West Bengal Graduate Primary Teachers' Association-Vs-State of West Bengal, (6) West Bengal Headmasters' Association-Vs-State of West Bengal Civil suits or any other Civil suits or any other case/Civil order passed by the Hon'ble High Court at Kolkata.

Individual Teacher is advised to refer to any such solemn order passed by the Hon'ble High Court at Kolkata under which he is entitled to any benefit.

6. All concerned are informed accordingly.

U.K. Roy

Secy. to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No. : 281-SE(Budget) / 1M-36/94 Dated, the 30th November, 1994.

In partial modification of sub-para (1) of Memo No. 10-Edn(B) dt. 7.1.93, the undersigned is directed by the order of the Governor to say that consequent upon issue of Govt. order in Memo No. 196-Edn. (B) dt. 27.4.92 allowing the teaching and non-teaching employees of non-Govt. educational institutions to revert back to the scale of pay prevailing prior to 1.1.86 by submission of a written undertaking to that effect, within 90 days from 27th April, 1992, a good number of teaching and non-teaching employees of such educational institutions have already submitted their written undertaking in the proforma prescribed in G.O. No. 196-Edn(B) dated 27.4.92 to the respective school authorities within the specified time limit of 90 days from 27th April 1992.

The undersigned is now directed by the order of governor to say that the authorities of the school which has received such revised option for reversion to the pre-1986 pay scale are required to submit a list of such teaching and non-teaching along with duly authenticated xerox copies of the undertaking prescribed in G.O. No.196Edn. (B) dt. 27.4.92 immediately to the concerned Dist. Inspector of Schools, if not already done, along with a detailed statement showing the amount of overpayment made to such employees consequent upon their reversion to the scale of pay prevailing prior to 1.1.86 and the steps taken for refund of said overdrawn amount to the respective Treasuries under the heads of accounts prescribed in sub-para (3) of Memo No. 10-Edn. (B) dt. 7.1.93, if not otherwise directed by the Hon'ble High Court at Kolkata in the cases referred to in Memo No. 196-Edn. (B) dt. 27.4.92.

Sd/- S. Som

Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA -91

No. : 59-SE(B) / 1M-6/90 Pt. Dated, the 17th April, 1995.

The undersigned is directed to refer to the Memo No. 5-GA dated 1.1.93 and subsequent reminder in letter No 1482-GA dt. 8.4.94 of the Director of School Education, West Bengal and to say that the benefit allowed to the teaching and non-teaching staff of the educational institutions in terms of Memo No. 196-Edn. (B) dt. 27.4.1992 was intended in respect of teaching and non-teaching employees of the educational institutions as mentioned in Memo No. 33-Edn. (B) dt. 7.3.90 who opted for the revised scales of pay introduced with effect from 1.1.86 and who have subsequently, in terms of Memo No. 196-Edn. (B) dt. 27.4.92, withdrawn their earlier option with a view to reverting the scales of pay prevalent prior to 1.1.86 on submission of a written undertaking to the effect as prescribed in the above-said Memo dated 27.4.92 within 90 days from the date of issue of the said Memo dated 27.4.92 which was subsequently extended up to 7.8.92 by Kolkata High Court, Accordingly all such options for reversion to the scale of pay prevalent prior to 1.1.86 should have been exercised on or before 7.8.92.

2. It has been brought to the notice of the Government that some employees who exercised undertaking to revert to pre-'86 scale of pay within the stipulated period in terms of G.O. 196-Edn. (B) dt. 27.4.92 have drawn salary as per the scale of pay revised in terms of Memo No. 33-Edn. (B) dt. 7.3.90 even after the date of exercising such undertaking to revert to pre-'86 scale. They have now prayed for extension of service on attaining the age of superannuation at as 60 years as per undertaking exercised by them. A question has been raised as to whether extension will be granted in favour of them in such circumstances.

3. It has been decided that actually continuing to draw pay in the revised scale of pay allowed in memo No. 33-Edn. (B) dt. 7.3.90 even after the date of exercising the undertaking to revert to pre-'86 pay scale shall, by such actual action itself, be construed as continuing the first option in favour of th scale of pay as revised in Memo No. 33-Edn. (B) dt. 7.3.90. As such, they are not entitled to any extension of service beyond 60 years of age and they will be deemed to have retired or will have to retire on attaining the age of

superannuation at 60 years and overpayments, if any, due to overstayal beyond the date of superannuation, should be recovered from them immediately.

4. It is further clarified that teaching and non-teaching staff who have exercised undertaking to revert to pre-'86 scale of pay on or before 7.8.92 and subsequently drew their salary as per the scale of pay prevalent prior to 1.1.86, after the said undertaking may continue up to 65 years of age provided they have refunded their overdrawn amount and also fulfil other conditions regarding extension of service.

5. This issues in cancellation of the earlier Memo No. 209-Edn. (B) dt. 16.6.94, which, it appears, failed to clarify the position.

6. All concerned may be informed accordingly.

Sd/- S. Som,
Joint Secretary,
School Education Department.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
BIKASH BHAVAN, SALT LAKE, CAL-91

No. : 128-SE (B) / 1M-6/90 Pt. II

Dated, the 18th September, 1995.

MEMORANDUM

The undersigned is directed to refer to Memo No. 59-SE (B) dated 17.4.95 and to say that it has been represented to the Govt. that there are a number of cases of teaching and non-teaching employees who refunded overdrawn amount to the Treasury on their own after expiry of the period prescribed in G.O. No. 196-Edn. (B) dated 27.4.92 and the D.I. of Schools have allowed them extension of service beyond 60 years of age. As a result, a state of confusion has arisen as regards the future of such teaching and non-teaching employees.

2. In the circumstances and on consideration of hardship of the teaching and non-teaching employees aforesaid, the undersigned is directed by the order of the Governor to say that the teaching and non-teaching employees who exercised option to revert to the pre-'86 scale of pay within the period stipulated in G.O. No. 196-Edn. (B) dated 27.4.92 as subsequently extended by the Kolkata High Court, that is, on or before 7.8.92, and have also refunded the overdrawn amount on or before 17th April, 1995, may be deemed to have satisfied the conditions of G.O. No. 196-Edn. (B) dated 27.4.92 and may be granted extension of service beyond 60 years of age as per rules if they have applied or apply for the same and also if they are otherwise eligible for such extension.

3. The Memo No. 59-SE (B) dated 17.4.95 shall be deemed to have modified to the above extent.

4. All concerned may be informed accordingly.

Sd/- S. Som,
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
BIKASH BHAVAN, SALT LAKE, CAL-91

No. : 161-SE(B) / 1M-6/90 Pt. 2 — Dated, the 28th December, 1995.

MEMORANDUM

The undersigned is directed to refer to Memo. No. 59-SE (B) dated 17.4.95 and Memo No. 128-SE (B) dated 18.9.95 and to say that in pursuance of the judgement/order passed by Hon'ble Mr. Justice S.R. Misra in C.O. No. 19564 (W) of 1995 on 5.12.95/6.12.95, certain modifications of the above said two Govt. orders are considered necessary.

2. In the circumstances, the undersigned is directed by the order of the Governor to say that the teaching and non-teaching employees who exercised option to revert to the pre-1986 scale of pay within the period stipulated in G.O. No. 196-Edn (B) dated 27.4.92 as subsequently extended by the Kolkata High Court, that is, on or before 7.8.92, and who are drawing salaries on the basis of pre-1986 scale of pay, but have not refunded the excess amount drawn by them so far, are hereby given the last chance of refunding the said excess amount by the 28th day of February, 1996. On such refund being made by such teaching and non-teaching employees, the concerned teaching and non-teaching employees will be considered for extension or allowed to continue on extension, as the case may be, beyond 60 years.

3. There may be a few teaching and non-teaching employees who opted for the pre-1986 scale of pay on the basis of G.O. No. 196-Edn. (B) dt. 27.4.92 on or before 7.8.92, and are drawing salaries on the basis of pre-1986 scale of pay, but have not returned the excess amount drawn by them in the revised scale of pay, i.e. the scale of pay introduced in G.O. No. 33-Edn. (B) dated 7.3.90 and have not attained the age of 60 years are hereby allowed to return the excess amount drawn by them prior to August, 1992 or even the excess amount drawn on the basis of the said revised scale after August, 1992, in both the class of cases, by the 28th day of February, 1996. On such refund of the said excess amounts, their cases for extension of services beyond 60 years of age will be considered by the respective authorities.

4. In regard to such refund, the concerned employee will approach the Managing Committee with the request to disclose the excess amount and the Managing Committee will indicate the amount of refund and forward the same

to the District Inspector of Schools and the concerned District Inspector of schools will finally disclose the amount sought to be refunded within 15 days from the receipt of the application of the concerned employee through the Managing Committee and the employee has to deposit the amount before the 28th day of February, 1996.

5. All refunds shall have to be made in TR Form No. VII in the Reserve Bank of India or the Treasury to the State Account under the detailed head of account as prescribed in para 3 of this Department's G.O. No. 10-Edn. (B) dated 7.1.93.

6. Para 4 of G.O. No. 59-SE(B) dated 17.4.95 and also G.O. No. 128-SE (B) dated 18.9.95 should be deemed to have been modified to the above extent.

7. All concerned are being informed accordingly.

Sd/- Illegible

Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, KOLKATA - 91

No. : 845-SE (Pry) / 5S-88/96 Pt. Dated, the 12th August, 1998.

From : Shri S. Som, I.A.S.
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

The undersigned is directed to refer to :

(a) The judgement and/or order passed on 12.2.96 by the Hon'ble Division Bench comprising Hon'ble Mr. Justice B.P. Banarjee and Hon'ble Mr. Justice D.B. Dutta of Kolkata High Court in FMAT No. 1997 of 1995 with FMAT No. 2047-50 of 1995 and with FMAT No. 2274 of 1995, which was unsuccessfully challenged in an appeal before the Supreme Court in SLP(Civil) No. 5943 of 1996, when the Hon'ble Supreme Court on considering the said SLP along with SLP (Civil) No. 8358/96, dismissed the said appeal on 11.4.96; and

(b) The judgement and/or order delivered by the Hon'ble Division Bench of Kolkata High Court on 5.9.97 in MAT No. 947, 925, 1017, 1044, 1070, 1071, 1025, 1026, 1087, 1077, 1059, 1081, 969, 995, 1002, 1048, 1049 and 1359, all of 1997 and to say that in compliance with said judgements and/or orders, the Governor is pleased to issue the following directions :

(A) (1) The primary school teachers who had opted for the revised scale of pay introduced in G.O. No. 33-Edn (B) dated 7.3.90 within the prescribed date and drew pay in the revised pay-scale up to 60 years of age, but continued in service thereafter and drew pay in the unrevised pay-scale and retired on completion of 65 years of age before 27.4.92, that is, the date when the G.O. No. 196-Edn (B) dated 27.4.92 was issued offering such teachers a chance to revert to the old scale of pay, may be allowed to make refund of the salary overdrawn for the period of their service beyond 1.8.90 (vide Govt. order in Memo No. 238-Edn (B) dated 26.7.90) and

their pension etc. may be settled in the revised pay-scale thereafter, on their asking, in writing, for such benefit.

(2) The primary school teachers who had opted for the revised scale of pay in terms of the G.O. No. 33-Edn (B) dated 7.3.90 and drew pay in that pay-scale up to 60 years of age, but who continued to serve till 65 years of age and beyond 27.4.92 should be deemed to have opted for the pre-1.1.86 scale of pay. The pension cases of such teachers should be settled on : (a) their submission of a written declaration to the effect that they are cancelling their earlier option for the revised pay-scale, and (b) refunding the excess salary drawn in the revised pay-scale to the Govt. Thereafter their pension etc. will be settled in the pre- 1.1.86 scale of pay.

(3) The primary school teachers who had opted for the revised pay-scale in terms of G.O. No. 33-Edn (B) dated 7.3.90 and drew pay in that pay-scale up to 60 years of age, but continued beyond 60 years and served for varying periods of 1, 2, 3 or 4 years or more on old scale of pay and whose services were discontinued by the District Primary School Council before their attaining the age of 65 years in terms of the aforesaid orders of the Ld. Division Bench dated 12.2.96 and also the order of the Supreme Court of India dated 11.4.96 may, at their option :

either, refund to the Govt. the salary drawn in the old pay-scale for their service beyond 60 years of age in order to be eligible for consideration of pension etc. in the revised pay-scale.

or, get their pension etc. settled in the pre-1.1.86 scale of pay on the length of approved service they actually rendered; in such case, the salary overdrawn in the revised pay-scale shall have to be refunded to the Government.

(B) All refunds are to be made by 90 days from the date of issue of this memorandum. The concerned primary teachers are hereby given the option of adjustment of the amount to be refunded with the rising gratuity and arrears of pension due to them, if they submit a written declaration asking for such adjustment in addition to any declaration/undertaking, if required, as mentioned above, by 90 days from the date of issue of this memorandum.

(C) The onus of submitting declarations/undertaking etc. and/or making refund by the period as prescribed above shall lie with the primary teacher concerned. The refund shall have to be made in T.R. form No. VII in the Reserve Bank of India or the Treasury to

the State account within the period as prescribed above under the following head of account "0202-Education, Sports, Art & Culture-01-General Education-101-Elementary Education - 3 - Recoveries of overpayment". A copy of the treasury challan showing the deposit of refund shall have to be submitted to the District Primary School Council/Siliguri Subdivisional Primary School Council/District School Board, Hill Areas, as the case may be by 100 days from the date of issue of this memorandum.

(D) Pension cases of primary school teachers, already settled need not be reopened.

(E) This order is subject to any contrary direction given by the Hon'ble High Court in any particular case in respect of any primary school teacher under Primary School Council/Darjeeling District School Board.

Joint Secretary.

ITEM NO. 8

LEAVE RULE

WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. : 4/75 Dated 15th January 1975

T0 : The Heads of all recognised Secondary Schools in West Bengal.

Sub : *Special Leave and drawal of salary of a teacher of a School elected as M.L.A. or M.P.*

In reference to the above subject the undersigned is directed to invite their attention to the memo No. 1859-Edn(CS)/8T-36/67 dated 8th November, 1967 (copy enclosed) to Deputy Secretary, Education Department, C.S. Branch, Government of West Bengal forwarded by the Director of Public Instuction with his endorsement No. 3732(400)SC/G dated 24th November, 1972 and to enclose an extract of the relevant resolution of the Board for information and guidance.

Sd/- A.C. Biswas
Secretary

Extract from the minutes of the 59th Meeting of the West Bengal Board of Secondary Education held on Wednesday, 11th April, 1973.

Item No. : 2

Considered a letter No. 1859/CS dated 8. 11. 67 from the Education Department, Govt., West Bengal regarding drawal of salary of a teacher of a school elected M.L.A. or M.P.

Resolved that the Govt. letter No. 1859/CS dated 8. 11. 67 along with the relevant extract of the D.P.I. letter dated 24. 11. 72 be circulated to all recognised Secondary Schools — with direction that such leave as may be granted to a teacher elected to the State Legislative or Parliament for attending the Assembly/Parliament sessions — be treated as Special Leave with pay.

Sd/- A.C. Biswas
Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA-700 016.

No : 2308/G Dated, the 15th March, 1982.

Sub. : **Clarification on certain points of Leave Rules.**

Query		Reply
1.	Whether Sunday and holiday either preceding or succeding the Medical Leave would be added to the Medical Leave?	1. Vacation, short holidays or Sundays may be prefixed or affixed to the Medical leave and the whole period will not be treated as Medical Leave. If, however, Medical leave falls within vacation, short holidays or Sundays, the whole period will be treated as Medical Leave of the staff concerned of the School.
2.(a)	Whether the compensatory leave earned in a particular year by a staff of the school, can be availed of by part and in continuation of vacation or holidays?	2. (a) & (b) Existing Leave Rules (under Clause–6 of the Rules) do not provide any bar. The staff concerned of the school may avail of such leave (duly earned under the said rule) according to his/her necessity with the prior approval of the leave sanctioning authority of the school.
(b)	Whether compensatory leave earned in a particular year, can be availed of in subsequent years according to the exegencies of the situation of the incumbent?	
3.	To observe several occasion, viz. Netaji Birth day, Rabindra Jayanti (declared holidays of the school) etc. some staff remain present and some staff remain absent. Whether any compensatory leave can be granted to those staff of the school who attend the said function of the school as because such function could not be done by the school in future.	3. No Compensatory leave on the matter is admissible. The school should request all the members of the staff of the school to remain present of the dates of such functions of the school and make it a grand success.

Sd/- M. Sengupta
for Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA-700 016.

OBSERVANCE OF INDEPENDENCE DAY

The Board desires that the INDEPENDENCE DAY should be celebrated every year in a befitting manner in each recognised High School.

Heads of all recognised High Schools are, therefore, requested to arrange for holding in their respective schools a suitable function on the morning of the *15th August* every year according to the following programme :–

(i) Assembly of all teachers and students of the institution;

(ii) Hoisting of the National Flag with National Anthem 'Bande Mataram' and salutation to the Flag;

(iii) Brief speeches explaining the significance of the day and importance of its observance.

To be concluded, with the National Anthem 'Jana Gana Mana' sung in chorus by all present.

Sd/- B. Banerjee
Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : $\frac{\text{1608 - Edn (S)}}{\text{20-3/89}}$ Dated, Kolkata, the 6th November, 1985.

From : Shri S.K Ghosh,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education,
Government of West Bengal.

Sub. : Sanction of leave to a teacher elected a member of the State Legislature/ Parliament..

Sir,

In partial modification of this Department Memo. No. 1859-Edn (CS) dated 08-11-67 on the above subject (copy enclosed), I am directed by order of the Governor to say that similar arrangement as contained in the Memo under reference may also please be made henceforth for enabling a teacher who is also an M.L.A./M.P. to attend the meetings of any Committee set up by the State Legislature / Parliament or to undertake study tours as a member of such Committee.

Yours faithfully,
Sd/- S. K. Ghosh,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 629 (2) - Edn (S) / IP-3/90pt. Dated, Kolkata, the 24th August, 1993.

Sub. : Granting leave of absence for the teachers and non-teaching staff acting in various Panchayat Bodies of this State.

It has come to the notice of this State Government that often a number of teachers and non-teaching staff of Schools, Colleges, Universities and Madrasahs contest the elections of various Panchayat Bodies of this State and get elected as members of those bodies. It may so happen that a number of such persons may either desire to or are sponsored by different political parties to contest the elections to the posts of Sabhadhipati, Sahakari Sabhadhipati or Karmadhyakshya of a Zilla Parishad, Sabhapati or Sahakari Sabhapati of a Panchayat Samity and Pradhan and Upapradhan of a Gram Panchayat. Under the latest amendment of the West Bengal Panchayat Act. 1973 elected members of Zilla Parishads in tending to contest election to the posts of Sabhadhipati, Sahakari Sabhadhipati and Karmadhyakshya of the Sthayee Samities of the Zilla Parishads are required to declare that on being elected to the said posts they will be the wholetime functionaries and during the period for which they hold or are due to hold such office, they will not hold any office of profit unless they had obtained leave of absence from their places of employment : similar declarations are also to be made by persons intending to contest the elections to the post of Sabhapati and Sahakari Sabhapati of Panchayat Samities.

Earlier, this Department had issued an order, vide U. O. No. 767 Edn (S) dated 24th June, 1991, permitting extraordinary leave without pay and extending terminal and other benefits for teachers and non-teaching staff of various levels who were holding the posts of Ministers of this State or Confidential Assistants to Ministers but their is no such provision for granting leave of absence and terminal benefits for teachers and non-teaching staff holding the posts in Panchayat Bodies.

After careful consideration of all aspects and in the interest of smooth administration of Panchayat Bodies, the Governor has been pleased to order that the teachers and non-teaching staff of Schools, Colleges, Universities and Madrasahs,who have been or will be elected as Sabhadhipatis, Sahakari Sabhadhipatis and Karmadhyakshyas of Sthayee Samities of Zilla Parishads

may be granted extraordinary leave without pay for the full term they serve as such: this leave, however, shall not exceed five years at a stretch from the date of taking charge of such office (s).

The Governor is also pleased to order that the same benefit be also given to the Sabhapatis and Sahakari Sabhapatis of Panchayat Samities on the same terms and conditions.

The West Bengal Primary Education Board, the West Bengal Board of Secondary Education, the West Bengal Council of Higher Secondary Education, the West Bengal Madrasha Education Board and the Universities under this State Government, as the case may be, will sanction this kind of leave after being satisfied that the incumbents concerned actually have worked in the capacity of Sabhadhipati, Sahakari Sabhadhipati or Karmadhyakshya of a Zilla Parishad and Sabhapati or Karmadhyakshya of a Zilla Parishad and Sabhapati or Sahakari Sabhapati of a Panchayat Samity for the entire period (not exceeding five years) of his/her claim.

The Secretary to the Managing Committee or the Governing Body will send the proposal to the concerned authority certifying that the concerned teacher or teaching staff would have continued in his/her post but for his/her service as Zilla Parishad/Panchayat Samity functionary.

The incumbent concerned may be allowed to contribute to his/her own share of provident fund account, if there is any.

The aforesaid period of absence shall count towards increment and other terminal benefits i.e. pension and gratuity including the benefit of employment of wards under death-in-harness category.

A Sabhadhipati/Sahakari Sabhadhipati/Darmadhyakshya of a Zilla Parishad and a Sabhapati/Sahakari Sabhapati of a Panchayat Samity who is also a teacher or non-teaching staff of School/College/University/Madrasah seeking premature voluntary retirement or retiring on attaining the age of superannuation need not rejoin his/her educational institution for the purpose of terminal benefits, the aforesaid period shall automatically count towards terminal benefits.

This order issue with the concurrence of the Finance Department vide their U.O. No. Group B/1103, dated 18.8.93.

Amendment to respective leave rules, if necessary, may be made in due course.

All concerned are being informed.

Sd/- S. Sanyal
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 79-Edn (S) Dated, Calcutta, the 28th January, 1994.

NOTIFICATION

In exercise of the power conferred by sub-section(1) and, in particular, by clasue(d) of sub-section(2) of section 45 of the West Bengal Board of Secondary Education Act. 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section(1) of the said section, the following amendments in the management of Recognized non-Govt. Institutions (Aided and un-aided) 1959 (hereinafter referred to as the said rules):

AMENDMENTS

In the appendix to the said rules,— (1) for rule 3, substitute the following rule : "3. Leave on half average pay :

(1) A teacher or a non-teaching employee of an institution may be granted 15 days leave on half pay for each completed year of service:

Provided that the total period of leave on half pay which may accumulate to the credit of the teacher or non-teaching employee shall not exceed 60 days at a time.

(2) Commuted leave, not exceeding half the amount of half pay leave, may be granted on private affair or on medical certificate to a teacher or a non-teaching employee, subject to the following conditions :

(a) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(b) commuted leave on medical certificate may be granted only when no medical leave is due to the credit of a teacher or non-teaching employee;

(c) half pay leave up to a maximum of 60 days may be allowed to be commuted during the entire period of service in school or schools;

(2) for rule 5, substitute the following rule:-

"5 special leave in exceptional circumstances:

(1) Special leave on medical ground may be granted to a teacher or non-teaching employee of a school for a period not exceeding eighteen months, privided the case is reported to the Board with a concrete proposal which shall have to be approved by the Board. Leave under this rule may be granted with the approval of the Board to a teacher or non-teaching employee of any school suffering from prolonged illness such as tuberculosis, injury to limbs requiring plastering, cancer, heart trouble or any other serious ailment making him or her bed ridden for a long time, when he or she has exhausted all other leave admissible to him or her under these rules.

(2) Special leave on full pay may be granted to a teacher or non-teaching employee of an institution who intends to appear at any of the examinations noted below, for the period of examination and a week prior to its commencement and also the period of injury to enable him/her to resume his/her duties after completion of examination.

(a) For teachers examintation for obtaining B.Ed. (not deputed) Hons. or Master degree in his/her subject.

In case of a teacher intending to appear at the B.Ed. Examinations as a deputed candidate such leave may be granted by the school authority without referring the matter to the Board.

(b) For non-teaching employees any of the examination Madhyamik, H.S. Madrasah Bachelors, B.Ed. or a Master degree.

Such leave shall not be granted more than once for the same level of examination in the total period of service of a teacher or non-teaching employee.

Note : For the purposes of sub-rules (1) and (2) determination of leave salary namely, half pay or full pay, shall be made by the Managing Committee with the approval of the Board.

(3) For rule 8, substitute the following rule :-

"8 Maternity leave :-

(1) A female teacher or non-teaching employee may be granted maternity leave on full average pay for a period of 120 days from the date of its commencement.

(2) Maternity leave may also be granted in the case of miscarriage, including abortion, subject to the following conditions:

(a) the period of leave shall not exceed six weeks;

(b) the application for leave shall be supported by a certificate from a registered medical practitioner or Govt. Hospital.

(3) Maternity leave may be combined with leave of any kind commuted leave, for a period not exceeding thirty days, applied for in continuation of maternity leave may be granted without production of medical certificate.

(4) Maternity leave in continuation of leave granted under sub-rule(3) may be sanctioned on production of medical certificate for illness of a female teacher or non-teaching employee. Such leave may also be granted in the case of illness of a newly born baby, subject to the production of a medical certificate to the effect that the condition of the baby warrants mother's personal attention and that her persence by the baby's side is absolutely necessary :"

(4) After rule 12, insert the following rule :-

"13 Lien.

(1) A teacher or non-teaching employee of an institution on confirmation in a permanent post shall acquire a lien on the post.

(2) Such teacher or non-teaching employee seeking permission to serve in a higher post in another recognised institution or college within West Bengal or to accept other service within West Bengal where teaching experience is essential, may be granted extraordinary leave, referred to in rule 12, without pay for a period, not exceeding two years, with permission to retain lien.

(3) The lien shall automatically terminate if such teacher or non-teaching employee :-

(a) is permanently absorbed in his/her post in the other institution;

(b) leave the post for which the lien was granted, or

(c) does not return after completion of two years, whichever is earlier.

Note : Conditions relating to the filling up of such deputation vacancies shall apply if consequential vacancies are filled up and the teacher or the non-teaching employee, appointed to the post so vacated temporarily shall forthwith have to quit in the event of the holder of line reverts."

By order of the Governor,

J. R. Saha

Deputy. Secretary

to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 700 091

No. : 169-SE (S) / 2L-2/95 Dated, Calcutta, the 25th March, 1996.

From : Shri P.N. Bhadhuri,
Joint Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Sanction of Special Casual Leave to the teaching and non-teaching employees of Govt. Aided/Sponsored Junior High/High/Higher Secondary Schools and Madrasahs who have been elected to Municipal Corporations and Municipalities.

The undersigned is directed to say that the problem of the Chairmen/Vice-Chairmen/Councillors of different Municipalities and Mayors/Deputy Mayors/Councillors of different Municipal Corporations finding it difficult to discharge their duties/attend meetings in connection with their work in Municipal Corporations/Municipalities for want of suitable provision for sanction of Special Casual Leave from their respective Schools/ Madrasahs has been engaging the attention of the Government for some time past.

2. After careful consideration, the Governor has been pleased to order that the employees of Govt.-aided/Sponsored Junior High/High/Higher Secondary Schools and Madrasahs :-

(a) Who have been elected Mayor/Deputy Mayor/Mayor-in-Council of Municipal Corporations and Chairmen of Municipalities be granted Special Casual Leave for the period during which they are required to remain absent from Schools in connection with their work in Municipal Corporations/Municipalities; and

(b) Who have been elected Councillors of Municipal Corporation and Vice-Chairmen and Commissioners of Municipalities be granted special casual leave for the period during which they are required to attend meetings of the Municipal Corporations/Municipalities.

3. Such Special Casual Leave will be treated on duty.

Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 284(2) SE(S) / 1P-3/90 Pt. Dated, Calcutta, the 2nd April, 1997.

From : Shri S. Som,
Joint Secretary to the Government of West Bengal.

To : 1. The Director of Public Instruction, West Bengal;
2. The Director of School Education, West Bengal.

Sub. : Granting leave of absence for the teachers and non-teaching staff of Schools, Colleges, Universities and Madrasahs acting in various posts of Zilla Parishads and Panchayat Samities of the State.

Ref. : G.O. No. 629 (2)-Edn. (S) dt. 24.8.93 read with G.O. No. 786-Edn. (S) dt. 17.11.93.

With reference to the above the undersigned is directed to state that the Government in this Depertment has decided to give retrospective effect from 01.01.1978 to the provisions contained in the G.O. No. 629 (2) Edn. (S) dt. 24.8.93 read with G.O. No. 786-Edn. (S) dt. 17.11.93 in order to regularise the absence of teaching and non-teaching staff of Schools, Colleges, Universities and Madrasahs elected as Sabhadhipatis, Sahakari Sabhadhipatis and Karmadakshyas of the Sthayee Samities of Zilla Parishads and Sabhapati and Sahakari Sabhapati of Panchyat Samitites, subject to the condition that such members of teaching and non-teaching staff as would be granted extraordinary leave without pay will have to refund their salary and allowances, if already drawn, for the period of their absence to be regularised now by such extraordinary leave without pay.

Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA -91

Memo No. : 288-SE (Pry.) Dated, Calcutta, the 8th April, 1997.

From : Shri S. Som,
Joint Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Sanction of Special Casual Leave to the teaching & non-teaching employees of Govt. Aided/Sponsored Primary/ Junior High/High/Higher Secondary Schools & Madrasahs of all types who have been elected to Municipal Corporations and Municipalities.

The undersigned is directed to say that the teaching and non-teaching employees of State-aided Educational Institutions, when elected Chairmen/Vice-Chairmen/Chairman-in-Council/Councillors of different Municipalities and Mayors/Deputy Mayors/Councillors of different Municipal Corporations are finding it difficult to discharge their duties/attend meetings in connection with their work in Municipal Corporations/Municipalities for want of suitable provision for sanction of Special Casual Leave from their respective Schools/Madrasahs. The matter has been engaging attention of the Government for some time past.

2. After careful consideration the Governor has been pleased to order that the employees of State-aided/Sponsored Primary/Junior High/High/Higher Secondary Schools and Madrasahs of all types.

(a) Who have been elected Mayor/Deputy Mayor/Mayor-in-Council, of Municipal Corporations and Chairmen of Municipalities be granted Special Casual Leave for the period during which they are required to remain absent from Schools in connection with their work in Municipal Corporations/Municipalities; and

(b) Who have been elected Councillors of Municipal Corporation and Chairman-in-Council/ Vice-Chairmen and Commissioners/ Councillors of Municipalities be granted Special Casual Leave for the period during which they are required to attend meetings of the Municipal Corporations/Municipalities.

3. Such Special Casual Leave will be treated as on duty.

4. This order issues in modification of the earlier order in Memo No. 169-SE (S) dt. 25.3.96.

5. All concrned may be informed.

Sd/- S. Som,.
Joint Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CAL-91

No. : 1018-SE (Sec) / 5P-29/96 Dated, Calcutta, the 8th Deccember, 1997.

From : Shri A.K. Makar,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Grant of lien and grant of increments during the period of lien in respect of employees of non-Govt. Aided Secondary Schools who return to the original post from lien.

The undersigned is directed to refer to D.S.E.,W.B. Memo. No. 1684-GA dated 7.8.95, on the aforenoted subject and to say that after careful consideration the State Government in the School Education Department has decided as follows :-

(a) As the provision for lien has been subsequently incorporated in Govt. Order No. 79 Edn. (S) dated 28.1.94, any lien granted in terms of Circular No. S/218 dated 26.4.90 of the West Bengal Board of Secondary Education prior to 28.1.94 may be accepted as valid; and

(b) In the concerned approved employee has served another recognised institution (for which lien was sanctioned) during the period of lien and returns to the original post without any break at either end, notional increments may be allowed to him/her during the period of such lien on the usual dates of increment but the period spent and lien shall be treated as extraordinary leave without pay.

Relevant cases shall be disposed of accordingly.

Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CAL-91

No. : 643 (2)-SE(S) / 10M-54/98 Dated, Calcutta, the 28th August, 1998.

From : Shri A.K. Makar,
Deputy Secretary to the Government of West Bengal.

To : The Director of School Education,
West Bengal.

Sub. : Laying down of procedures to regularise absence of teacher or non-teaching employee of a school for his services as Member of State Legislature or Parliament.

In continuation of G.O. No. 1859-Edn (CS) dated 8.11.67, and 1608-Edn (S) dated 6.11.85, the undersigned is directed to say that the Governor has been pleased to lay down the following procedure on the subject mentioned above for guidance of all concerned :-.

1. The absence of a teacher/non-teaching employee of a school for his service as a Member of State Legislature/Parliament may be treated as extraordinary leave without pay, but the period of absence may count towards increments in pay, pension etc., provided :

(i) he has retined lien in his post; and

(ii) the school authorities certify that the teacher/non-teaching employee concerned would have continued in his post but for his service as a Member of Legislature/Parliament.

2. The incumbent concerned may be allowed to contribute his own share to Provident Fund Account, if there is any.

Sd/- A.K. Makar,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
SECONDARY BRANCH
BIKASH BHABAN (6TH FLOOR), SALT LAKE, KOLKATA -91

No. : 248 (2)-SE (S) Dated : 12.3.99.

From : Shri A.K. Makar,
Deputy Secretary to the Government of West Bengal.

To : 1. The Director of School Education, West Bengal.

2. The Director of Public Instruction, West Bengal.

Sub. : Laying down of procedures for regularisation of absence of teaching and non-teaching employee of recognised non-Govt. Aided Institutions for his/her service as a Member of State Legislature/Parliament.

In continuation of G.O. No. 643-SE (S) dated 28.8.98 the undersigned is directed to say that the Governor has been pleased to lay down the following procedures on the subject mentioned above for guidance of all concerned :-.

1. The absence of a Teacher/Non-Teaching employee of a Recognised Non-Govt. -aided School/Madrasah as a Member of State Legislature or Parliament for his/her attending the session, for his/her attending the meeting of any Committee set up by the Sate Legislature or Parliament and for undertaking study tours as a member of such Committee may be treated as on duty on production of documents to show that the member actually attended the session/meeting for the day or days.

2. The concerned incumbents in cases in Para (1) above may be allowed to contribute his/her own share to Provident Fund Account, if there is any.

3. If any Member of State Legislature/Parliament desires in writing to remain on 'lien' or on extraordinary leave without pay during the period of his/her membership of the State Legislative or Parliament the period of absence may be granted as on extraordinary leave without pay. But the period of absence may be counted towards increments in pay/pensionary benefits. He or she may be allowed to contribute his/her own share to Provident Fund Account, if there is any.

4. In case of any difficulty in sanctioning leave/lien in favour of any Member of State Legislature or Parliament, the School/Madrasah authority will intimate the matter to the Director of School Education, West Bengal, and the decision of the Director of School Education, West Bengal, shall be final.

Sd/- A.K. Makar,
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA -91

Memo No. : 1209(2)–SE(S)/1P–3/90 Pt. Calcutta, the 29th June, 2000.

From : Shri D. Basu, I.A.S.,
Joint Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.
The Director of School Education, West Bengal.

Sub. : Granting leave of absence to the teachers and non-teaching staff of Schools, Colleges, Universities and Madrasahs acting in various posts of Zilla Parishad and Panchyat Samities of the State. .

The partial notification of G.O. No. 284(2)-SE(S)/1P-3/90 Pt. dated 2. 4. 97 the undersigned is directed to state that in terms of the amended provisions of the West Bengal Panchayat Act (amended through the West Bengal Panchayat (Amendement) Act, 1992) the Sabhadhipati, the Sahakari Sabhadhipati and the Karmadhyakshas of the Zilla Parishad/Siliguri Mahakuma Parishad and Sabhapati declared whole-time functionaries of the respective bodies. This amended provisions were brought into effect after the Panchayat Election, 1993. Since this restriction was not in force during pre-1993 period when the said office bearers of the Zilla Parishad and Panchayat Samities might remain in full-time service in the aforesaid bodies and could draw monthly honorarium (as it was known at that time) from the Zilla Parishad/Siliguri Mahakuma Parishad/Panchayat Samiti, as the case may be and also the salary from their employer, the aforesaid office bearers will not have to refund their salary and allowances if already drawn from their employer for the period of their office (prior to 1993) in the aforesaid bodies.

Sd/- D. Basu
Joint Secretary.

Memo. No. : 911(50)-Sc/Apt. Dated, Kolkata the 24th July, 2000.

Copy forwarded for information and taking necessary action to the :—

1. The J.D./D.D.S.E..
   Bikash Bhawan, Salt Lake City, Kolkata - 91
2. The Dist. Inspector of Schools (S.E.) Hooghly, P.O. ....
   Dist. Hooghly.

Sd/- P. Pradhan
19.7.2000
for Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE CITY,
KOLKATA-91

No. : 1560(2)–SE(Pry) Dated, Kolkata, the 21st November, 2001.

From : Shri D. Basu, I.A.S.,
Special Secretary to the Government of West Bengal.

To : 1. The Director of Public Instruction, West Bengal.
2. The Director of School Education, West Bengal.

Sub. : Sanction of leave of absence and other allied matters of teaching and non-teaching staff of schools and colleges etc. to be appointed as Chairman, District Primary School Council (DPSC) concerned.

In exercise of powers conferred under West Bengal Primary Education Act, 1973 the Government in the School Education Department has appointed some teaching staff of the schools, colleges etc. as Chairman of D.P.S.C. concerned.

Now some queries have been received relating to sanction of leave of absence, incremental benefits and rejoining to the original post after completion of the term of appointment as Chairman and also the procedure relating to appointment against vacancy caused for such appointment. Further queries have been received as to whether the period served as Chairman shall be taken into account for determination of pensionary benefits etc. and whether the benefit of appointment of wards on compassionate ground in died-in-harness category shall be applicable against the original post in this case.

Earlier, this Department had issued an order vide G.O. No. 629-2-Edn. (S)/1P-3/90 P.T. dt. 28.8.93 granting leave of absence to teachers and non-teaching staff acting in various Panchayat bodies of this State.

Now after careful consideration of all the queries and related matters the Governor has been pleased to decide and order as follows :

That teaching and non-teaching staff of schools and colleges or any other institutions to be appointed as Chairman to the D.P.S.c. shall be entitled to have extra ordinary leave without pay for the full term they serve as such. The leave shall not exceed four years at a stretch from the date of taking over charge of the office of the Chairman, D.P.S.C. The Chairman shall also be eligible for lien if

applied for against the original post. The West Bengal Board of Primary Education, West Bengal Board of Secondary Education, West Bengal council of Higher Secondary Education and West Bengal Board of Madrasah Education and the Universities under the State Govt.as the case may be shall sanction this kind of leave after being satisfied that the incumbent concerned actually has worked as Chairman of the D.P.S.C.. The Secretary of the Managing Committee or the Governing Body as the case may be will send the proposal to the concerned authority for such sanction of leave. The incumbent concerned may be allowed to contribute to his/her own share of P.F. as usual if there is any. The period of absence shall count towards increment and other terminal benefits i.e. pension, gratuity etc.. They will also be entitled to the benefit of employment of wards on compassionate ground under the died-in-harness category against this original post. The Chairman at the D.P.S.C. who may be a teacher or a non-teaching staff (viz. Administrator) of a school/collecge/Madrasah/University seeking premature voluntary retirement or retiring or attaining the age of superannuation need not join his/her educational instituion for the purpose of terminal benefit. The aforesaid period of service shall count towads terminal benefit.

The Chairman may resign from his post with one month's prior notice to the State Government in the School Education Department. The Chairman concerned shall be entitled to notional increment (normal increment in the scale of pay of his previous post) and his/her pay shall be fixed in his previous post/scale of pay on rejoining the school/college/institution on being released from the post of Chairman as the case may be. He/She will earn notional increment in the original post for determination of the last pay even if he does not join the post on the date of superannuation as the case may be. Had the Chairman been in service in his/her original post his actual basic pay which would have been arrived at on the date of retirement (on the date of superannuation in the original post) shall be taken into consideration for the determination of pensionary benefits. In no circumstances the last pay drawn as Chairman, D.P.S.C. shall be taken into consideration for determination of pensionary benefits.

The date of superannuation in the original post shall be deciding date as to the actual date or retirement.

Appointment against consequential vacancy in the original post may be made purely temporarily on six monthly basis with one day break, on contract and on consolidated pay. The selection of such appointment may be made as per normal rules of the school/college for appointment against leave vacancy, as the case may be and for such purpose appointment be made giving condition, among others, in the appointment letter that the incumbent concerned shall have to leave the post as soon as the employee on leave serves notice indicating

his/her date of joining. Before the date of rejoining, the temporarily appointed persons shall have to relinquish the post failing which the post shall automatically be treated as vacant to enable the permanent employee (who had been on leave/lien) to rejoin his/her post after being released from the post of Chairman. The nature of such appointment will be like as in the case of deputation/leave/lien vacancy.

This order is issued with the concurrence of the Finance Department vide their U.O. No. 2227-Group 'P' (service) dated 12.11.2001.

All concerned are being informed.

Sd/- D. Basu

Special Secretary.

No. : 1560(2)/1(4)–SE(Pry) Dated, Kolkata, the 21st November, 2001.

Copy forwarded for information to :

1) Finance Department (Group B) of this Government.
2) Pension Cell (NG), Finance Department.
3) Director of Pension, Provident Fund and Gratuity, W.B., Purta Bhaban, Salt Lake City, Kolkata - 91.
4) Accountant General, West Bengal.

Assistant Secretary.

No. : 1560(2)/2(2)–SE(Pry) Dated, Kolkata, the 21st November, 2001.

Copy forwarded for information to :

1) Secretary, West Bengal Board of Secondary Education.
2) Secretary, West Bengal Board of Primary Education.
3) Secretary, West Bengal Council of H.S. Education.
4) Registrar, University of ....

Assistant Secretary.

No. : 1560(2)/3(5)–SE(Pry) Dated, Kolkata, the 21st November, 2001.

Copy forwarded for information to :

1) Director of Accounts.
2) District Inspector of Schools (S.E.) Hooghly, P.O. - Chinsura, Dist - Hooghly.
3) District Inspector of Schools (P.E.).
4) Cairman, District Primary School Council.
5) Primary Branch of this Department.

Assistant Secretary.

ITEM NO. 9

PENSION

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. : 163-Edn (B) / 1M-54/88 Dated, Calcutta, the 15th June, 1990.

MEMORANDUM

1. The undersigned is directed by order of the Governor to say that on the basis of the recommendation of the Second Pay Commission, the State Governemnt, under Education Department memo No. 136-Edn (B) dated 15.5.1985, introduced the West Bengal Recognised Non-Government Educatinal Institution Employees (Death-cum-Retirement Benefit) Scheme 1981 sanctioning retirement benefits as provided for in the aforesaid scheme to the teaching and non-teaching employees of different educational institutions and organisations, as detailed in statement I annexed to this Department memo No. 519-Edn (SE) dated the 23rd August, 1973, who were in service on or after 1.4.1981, that is to say, who retired on or after 1.4.81. Since the Second Pay Commission did not make any recommendation with respect to the employees who retired prior to 1.4.81, their cases were not brought within the ambit of the aforesaid scheme. Such employees have, however, been getting pension and ex-gratia increases as sanctioned in Education Department memo No. 1610-Edn (S) dated 18.7.68, No. 332-Edn (S) dated 17.4.80, No. 411-Edn (B) dated 16.9.83 and No. 297 (2)-Edn (B) dated 25.10.89.

2. The question of extending the retirement benefits as provided for in the aforesaid Scheme to the employees of the non-government educational institutions and organizations as included in the statement referred to herein-before, who retired prior to 1.4.81 has been under consideration of Government for some time past.

3. After careful consideration of the matter, the Governor has now been pleased to decide that the retirement benefits, as provided for in the aforesaid scheme, shall stand extended to the teaching and non-teaching employees of the non-government educational institution and organizations covered by the aforesaid Scheme, who retired prior to 1.4.81 on the same terms and conditions and subject to due adjustment of pension and ex-gratia increases as aforesaid as were or are being drawn by such pensioners against revised retirement benefits to be sanctioned to them in terms of this order.

4. This order issues with the concurence of the Finance Department vide their U.O. No. 316-Group 'J' dated 26.4.90. .

Sd/- J. M. Chatterjee

Deputy Secretary.to the
Government of West Bengal

No. : 163/1 (50) Edn (B) Dated, Calcutta, the 15th June, 1990.

Copy forwarded for information and necessary action to the ....
....

Sd/- J. M. Chatterjee

Deputy Secretary.to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-700 091

No. : 163-Edn (B) / 1M-13/92 Dated Calcutta, the 11th May, 1994.

MEMORANDUM

The undersigned is directed by order of the Governor to say that in partial modification of provision under para 7 (0) of the West Bengal, Recognised Non-Govt. Educational Institution Employees (Dearth-cum-Retirement Benefit) Scheme 1981, the Governor has been pleased to order as follows:

In cases where the Matriculation certificate of employees does not show the actual date of birth and instead shows the age of the candidate as on the 1st March of the year in which the examination was held in terms of years and months only excluding days, appropriate authority of the Government may alter the date of birth, recorded in the Service Book to correspond to the actual date of birth, if the employee concerned is able to produce acceptable documentary evidence in the form of an extract from Birth Register or Admission Register of the Educational Institution concerned etc. in support of the actual date of birth claimed by him. The decision to retire him shall be taken on the basis of such altered date of birth. Where, however, the date of birth of an employee has been recorded as the first day of a month on the basis of Matriculation Certificate showing the age as on the 1st March of the year in which the examination was held in terms of years and months only and where it is not possible to ascertain the exact date of birth on the basis of any acceptable documentary evidence like extract from the birth Register or Admission Register of the Educational Institution concerned etc., it shall be presumed that the actual date of birth of the employee was a day other than the first day of the month and he may be allowed to retire on the 1st day of the same month instead of the last day of the previous month.

The Governor is further pleased to delegate the power of making alteration of date of birth of the above category of employees to the District Inspector of Schools of the concern district.

This order shall come into effect from the 1st August, 1993. Cases already decided for persons already retired need not be re-opened.

This order issues with the concurrence of Finance Department vide their U.O.No.Group 'P' (Service) No. 1317 dt. 6.7.93 and in cancellation of the earlier order in Memo.No.218-Edn (B) dt. 30.7.93.

Yours faithfully,

Sd/- S. Som

Joint Secretary

No. : $\frac{\text{261-Edn (B)}}{\text{1M-13/92}}$ Dated the 31st August, 1994.

CORRIGENDUM

Please read "on the last day of the month" in place of "on the 1st day of the same month" appearing in the last but one line of the Second para of this department's memorandum No. 163 - Edn (B)/1M - 13/92 dated 11-5-94.

Sd/- S. Som

Joint Secretary

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-700 091

No. : 78-SE (D) / 1M-18/91 — Dated Calcutta, the 18th May, 1995.

MEMORANDUM

A question has been raised whether an employee recruited in a recognised Non-Government Educational Institution after circulation of Govt. Order No. 136-Edn (B) dt. 15.5.1995 shall be required to exercise option to come under the perview of the West Bengal Recognised Non-Govt. Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981.

2. The undersigned is directed by order of the Governor to say that after consideration the Governor has been pleased to decide that employees recruited after a period of 90 days from the date of circulation of the Govt. Order No. 136 Edn (B) dt. 15.5.85 in Recognised Non-Govt. Educational Institutions shall come under the perview of the West Bengal Recognised Non-Govt. Educational Institution (Death-cum-Retirement Benefit) Scheme, 1981 and they shall have to exercise option in terms of para 4 of the said scheme within a period of 90 (ninety) days from the date of appointment or by 15.3.92 whichever is later, failing which it shall be presumed that they have opted for the Pension-cum-Gratuity Benefit under the scheme.

3. The provision under para 5 (a) and 5 (c) of the Govt. Order No, 136-Edn (B) dt. 15.5.85 shall stand modified to the above extent.

4. The order issues with the concurrence of the Finance Deptt. vide their U.O. No. Group-J (pen) 19 dated 13.4.95.

5. This Deptt. memo No. 229-Edn (B) dt. 12.8.93 shall stand amended to the above extent.

Sd/- illegible

Joint Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 18-SE (B) / 1M-60/95 Dated, Calcutta, the 5th Feb, 1996.

From : Shri S. Som,
Joint Secretary to the Govt. of West Bengal.

To : The Director,
Pension, Provident Fund & Group Insurance, West Bengal,
Purta Bhavan, Salt Lake, Kolkata.

Sub. : 496-Edn (B) dt. 16.12.91 regarding switch-over of option from C.P.F./Gratuity to Pension/Gratuity.

With reference to his Directorate letter No. 648/DPPG dated 21.3.95 on the subject mentioned above, the undersigned is directed to say as follows :

1. When P.P.O.has been issued there is no question of re-opening the cases for the para 5 (a) of the memo no. 136-Edn (B) dated 15.5.85 which was modified as regards the date of submitting relevant Option (in memo no. 496-Edn (B) dt. 16.12.91), related to (a) existing employees appointed.

(i) Prior to 1.4.81 or

(ii) On/after 1.4.81 but before circulation of the Scheme

(b) employees who whould be appointed thereafter.

This does not obviously include employees not existing on the date of circulation of the memo no. 496-Edn(B) dt. 16.12.91 or employees existing on 16.12.91 but who did not submit revised option in terms of memo no. 496-Edn (B) within 90 days from the date of its issue, i.e. within 15.3.92.

2. The term 'Forth with' in memo no. 496-Edn(B) dt. 16.12.91 should mean a maximum of 60 days from the date of submissin of revised option but we may not be very rigid in this regard and allow such refund, only if the employee has submitted revised option in terms of memo no. 496-Edn(B) dt. 16.12.91, with interest plus additional interest, before the date of superannuation.

3. Under no circumstances an employee shall be allowed to avail of the benefit of G.O. No. 496-Edn(B) dt. 16.12.91 in case he has failed or fails to refund the employer's share of G.P.F. with interest and additional interest before the date of his superannuation.

Sd/- Illegible,
Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-700 091

No : 38-SE (B) Dated, Calcutta, the 6th March, 1996.

MEMORANDUM

Sub. : Revision of pension of employees governed by the West Bengal Recognised Non-Govt. Educational Institutions Employees (Death-cum-Retirement Benefit) Scheme, 1981, who retired while in service on/after 1.4.81, and before 1.1.86.

The undersigned is directed to refer to this Department's order in Memo No. 136-Edn (B) dated 15.5.85 regarding the West Bengal Recognised Non-Govt. Educational Institutions Employees (Death-Cum-Retirement Benefit) Scheme, 1981 and to say that the pension of all whole-time approved teaching and non-teaching employees of the Non-Govt./Sponsored/Aided Institutions as shown in Statement-I of the said Scheme who opted for pension including family pension-cum-Gratuity and who retired between 1.4.81 and 31.12.85 (both days inclusive) will stand consolidated w.e.f. 1.4.1996 as below:-

(a) For those who retired between 1.4.81 and 31.8.82 (both days inclusive), their existing pension as shown under Column (1) of Annexure-I shall stand consolidated to the corresponding figure shown under Column (2) in th said Annexure shown against the relevant existing pension under Column (1).

(b) For those who retire between 1.9.82 and 31.12.85 (both days inclusive) their existing pension as shown under Column (1) of Annexure-I shall stand consolidated to the corresponding figure under Column (3) of the said Annexure shown against the relevant existing pension under column (1).

The term "Existing Pension", shall mean the basic pension inclusive of commuted portion, if any during the relevant period between 1.4.81 and 31.12.85 (both days inclusive), the said commuted portion will be deducted from the consolidated amount sanctioned w.e.f. 1.4.1996.

2. The additional pension becoming due as a result of such consolidation will not qualify for additional commutation.

3. On the consolidated Pension so arrived at, relief at the same rate as applicable to the pensioners who are State Govt. employees, will be admissible w.e.f. 1.4.96.

4. Family pension in respect of the employees as indicated in Para -1 above will also stand consolidated in forms of the 'TABLE'in Annexure-I and relief on the consolidated family pension will be admissible similarly *w.e.f.* 1.4.96.

5. The provisions of this order shall be given effect to in the following manner :

(a) *Pensioners/Family Pensioners in respect of existing pension of Rs. 500/- p.m. or less:*

All pension disbursing authorities are hereby authorised to pay pension/Family pension at the revised rates as per Annexure- I without any further authority from the Director of Pension, Provident Fund and Group Insurance. An intimation regarding such consolidation may be sent by the Pension Disbursing Authority to the DPPG, West Bengal who had issued the P.P.O., in the form given at Annexure-II so that the latter can record the updating in the pension payment order Register maintained by him. An acknowledgement shall be obtained by the Pension Disbursing Authority from the DPPG, West Bengal in this regard.

(b) *Pensioners in receipt of existing pension above Rs. 500/- per month;*
In this cases, Pension Disbursing Authorities shall forward the cases to the Director of Pension, P.F. and Group Insurance on receipt of application from the pensioners for revision of pension.

6. There will not be any revision of retiring gratuity, death gratuity on account of the present revision.

7. This order issues with the concurrence of the Finance Deptt. vide their U.O. No. Gr. J(Pen) -199 dated 6.3.96..

8. Accountant General, West Bengal, Pay & Accounts Officer, Kolkata and all concerned are being informed.

Sd/- S. Som
Joint Secretary.

No. : 38/1 (35)-SE (B) Dated, Kolkata, the 6th March, 1996.

Copy forwarded for information and necessary action to :

1. Accountant General (A & E), West Bengal, Treasury Bldgs., Kolkata-1;
2. Accountant General (Audit-I), West Bengal, 4, Brabourne Rd., Kolkata-1;

3. Accountant General (Audit-II), West Bengal, 18, Rabindra Sarani, Kolkata-1;
4. Pay and Accounts Officer, Kolkata Pay and Accounts Office, 81/2/2, Phears Lane, Kolkata-12;
5. Pension Cell of the Finance (Audit) Deptt. of this Govt.;
6. Director of Pension, PF & GL, West Bengal;
7. Treasury Officer.

Sd/- S. Som
Joint Secretary.

No. : 38/2 (11)-SE (B) Dated, Calcutta, the 6th March, 1996.

Copy forwarded for information and necessary action to :

1. Director of Public Instruction, West Bengal;
2. Director of School Education, West Bengal;
3. Director of Technical Education, West Bengal;
4. Director of Mass Education Extension, West Bengal;
5. Director of Library Services, West Bengal;
6. District Inspector of Schools (PE/SE);
7. President, West Bengal Board of Primay Education;
8. Chairman, District Primary School Council;
9. Chairman, Sub-Divisional Primary School Council, Siliguri;
10. Secretary, Deptt. of Education, Darjeeling Gorkha Hill Council;
11. Private Secretary to M.I.C. (PS), M.O.S. (Pry., & Secondary & Madrasah Edn.)

Sd/- S. Som
Joint Secretary.

ANNEXURE -I
(PARAGRAPH -1)

Enclosure of Memo No. 38-SE (B) Dated, Kolkata, the 6th. March, 1996.

Table showing consolidated Pension/Family Pension due from 1.4.96 in respect of pre 1.1.86 pensioners as detailed in para 1 of the Memo No. 38-SE (B) dated 6th March, 1996.

Existing pension/ family pension	**Consolidate pension/family pension etc. due from 1.4.96 in respect of pensioners covered by**	
	Para 1 (a)	**Para 1 (b)**
(1)	**(2)**	**(3)**
Rs.	**Rs.**	**Rs.**
131 or below	375	375
132	375	375
133	375	375
134	375	375
135	375	375
136	375	375
137	375	375
138	375	375
139	375	375
140	375	375
141	375	375
142	375	375
143	375	375
144	375	375
145	375	375
146	375	375
147	375	375
148	375	375
149	375	375
150	375	375
151	375	375
152	375	375
153	375	375
154	375	375

(1)	(2)	(3)
Rs.	Rs.	Rs.
192	449	420
193	451	422
194	453	424
195	455	426
196	457	428
197	459	430
198	461	432
199	463	434
200	465	435
201	468	437
202	470	439
203	472	441
204	474	443
205	476	445
206	478	447
207	480	449
208	482	451
209	484	453
210	486	455
211	488	457
212	490	459
213	492	461
214	495	462
215	497	464
216	499	466
217	501	468
218	503	470
219	505	472
220	507	474
221	509	476
222	511	478
223	513	480
224	515	482
225	517	484
226	519	486
227	522	487
228	524	489
229	526	491
230	528	493

(1)	(2)	(3)
Rs.	Rs.	Rs.
231	530	495
232	532	497
233	534	499
234	536	501
235	538	503
236	540	505
237	542	507
238	544	509
239	546	511
240	548	512
241	552	514
242	554	516
243	556	518
244	558	520
245	560	522
246	563	524
247	565	526
248	567	528
249	569	530
250	571	532
251	574	534
252	576	536
253	578	538
254	581	539
255	583	541
256	586	543
257	588	545
258	590	547
259	592	549
260	594	552
261	597	554
262	599	556
263	601	558
264	603	560
265	605	563
266	608	565
267	611	566
268	613	568
269	615	570

(1) Rs.	(2) Rs.	(3) Rs.
270	618	572
271	620	575
272	622	577
273	624	579
274	626	581
275	629	583
276	631	586
277	633	588
278	635	590
279	637	592
280	640	593
281	643	596
282	645	598
283	647	600
284	649	602
285	652	604
286	654	607
287	656	609
288	658	611
289	660	613
290	663	615
291	665	618
292	667	620
293	669	622
294	672	623
295	675	625
296	677	627
297	679	630
298	681	632
299	684	634
300	686	636
301	688	638
302	690	641
303	692	643
304	695	645
305	697	647
306	699	649
307	702	651
308	704	653

(1) Rs.	(2) Rs.	(3) Rs.
309	707	655
310	709	657
311	711	659
312	713	662
313	715	664
314	718	666
315	720	668
316	722	670
317	724	673
318	726	675
319	729	677
320	731	678
321	734	680
322	736	682
323	739	685
324	741	687
325	743	689
326	745	691
327	747	693
328	750	696
329	752	698
330	754	700
331	756	702
332	758	704
333	761	707
334	764	708
335	766	710
336	768	712
337	770	714
338	773	717
339	775	719
340	777	721
341	779	723
342	781	725
343	784	728
344	786	730
345	788	732
346	790	734
347	794	735

(1)	(2)	(3)
Rs.	Rs.	Rs.
348	796	737
349	798	740
350	800	742
351	802	744
352	805	746
353	807	748
354	809	751
355	811	753
356	813	755
357	816	757
358	818	759
359	820	762
360	822	763
361	825	765
362	828	767
363	830	769
364	832	772
365	834	774
366	836	776
367	839	778
368	841	780
369	843	783
370	845	785
371	847	787
372	850	789
373	852	791
374	855	792
375	857	795
376	860	797
377	862	799
378	864	801
379	866	803
380	868	806
381	871	808
382	873	810
383	875	812
384	877	814
385	879	817

(1) Rs.	(2) Rs.	(3) Rs.
386	882	819
387	885	820
388	887	822
389	889	824
390	891	827
391	894	829
392	896	831
393	898	833
394	900	835
395	902	838
396	905	840
397	907	842
398	909	844
399	911	846
400	913	847
401	917	850
402	919	852
403	921	854
404	923	856
405	926	858
406	928	861
407	930	863
408	932	865
409	934	867
410	937	869
411	939	872
412	941	874
413	943	876
414	946	877
415	949	879
416	951	882
417	953	884
418	955	886
419	857	888
420	960	890
421	962	893
422	964	895
423	966	897
424	968	899

(1) Rs.	(2) Rs.	(3) Rs.
425	971	901
426	973	904
427	976	905
428	978	907
429	981	909
430	983	911
431	985	913
432	987	916
433	989	918
434	992	920
435	994	922
436	996	924
437	998	927
438	1000	929
439	1003	931
440	1005	932
441	1008	934
442	1010	937
443	1012	939
444	1015	941
445	1017	943
446	1019	945
447	1021	948
448	1023	950
449	1026	952
450	1028	954
451	1030	956
452	1032	959
453	1034	961
454	1038	962
455	1040	964
456	1042	966
457	1044	968
458	1047	971
459	1049	973
460	1051	975
461	1053	977
462	1055	979
463	1058	982

(1) Rs.	(2) Rs.	(3) Rs.
464	1060	984
465	1062	986
466	1064	988
467	1067	989
468	1070	992
469	1072	994
470	1074	996
471	1076	998
472	1078	1000
473	1081	1003
474	1083	1005
475	1085	1007
476	1087	1009
477	1089	1011
478	1092	1014
479	1094	1016
480	1096	1017
481	1098	1019
482	1102	1021
483	1104	1023
484	1106	1026
485	1108	1028
486	1110	1030
487	1113	1032
488	1115	1034
489	1117	1037
490	1119	1039
491	1121	1041
492	1124	1043
493	1126	1045
494	1129	1047
495	1131	1049
496	1133	1051
497	1136	1053
498	1138	1055
499	1140	1058
500	1142	1060
501	1164	1064
502	1165	1065

(1) Rs.	(2) Rs.	(3) Rs.
503	1166	1066
504	1167	1067
505	1168	1068
506	1169	1069
507	1170	1070
508	1171	1071
509	1172	1072
510	1173	1073
511	1174	1074
512	1175	1075
513	1176	1076
514	1177	1077
515	1178	1078
516	1179	1079
517	1180	1080
518	1181	1081
519	1182	1082
520	1183	1083
521	1184	1084
522	1185	1085
523	1186	1086
524	1187	1087
525	1188	1088
526	1189	1089
527	1190	1090
528	1191	1091
529	1192	1092
530	1193	1093
531	1194	1094
532	1195	1095
533	1196	1096
534	1197	1097
535	1198	1098
536	1199	1099
537	1200	1100
538	1201	1101
539	1202	1102
540	1203	1103
541	1204	1104

(1) Rs.	(2) Rs.	(3) Rs.
542	1205	1105
543	1206	1106
544	1207	1107
545	1208	1108
546	1209	1109
547	1210	1110
548	1211	1111
549	1212	1112
550	1213	1113
551	1214	1114
552	1215	1115
553	1216	1116
554	1217	1117
555	1218	1118
556	1219	1119
557	1220	1120
558	1221	1121
559	1222	1122
560	1223	1123
561	1224	1124
562	1225	1125
563	1226	1126
564	1227	1127
565	1228	1128
566	1229	1129
567	1230	1130
568	1231	1131
569	1232	1132
570	1233	1133
571	1234	1134
572	1235	1135
573	1236	1136
574	1237	1137
575	1238	1138
576	1239	1139
577	1240	1140
578	1241	1141
579	1242	1142
580	1243	1143

(1) Rs.	(2) Rs.	(3) Rs.
581	1244	1144
582	1245	1145
583	1246	1146
584	1247	1147
585	1248	1148
586	1249	1149
587	1250	1150
588	1251	1151
589	1252	1152
590	1253	1153
591	1254	1154
592	1255	1155
593	1256	1156
594	1157	1157
595	1258	1158
596	1259	1159
597	1260	1160
598	1261	1161
599	1262	1162
600	1263	1163
601	1264	1164
602	1265	1165
603	1266	1166
604	1267	1167
605	1268	1168
606	1269	1169
607	1270	1170
608	1271	1171
609	1272	1172
610	1273	1173
611	1274	1174
612	1275	1175
613	1276	1176
614	1277	1177
615	1278	1178
616	1279	1179
617	1280	1180
618	1281	1181
619	1282	1182

(1) Rs.	(2) Rs.	(3) Rs.
620	1283	1183
621	1284	1184
622	1285	1185
623	1286	1186
624	1287	1187
625	1288	1188
626	1289	1189
627	1290	1190
628	1291	1191
629	1292	1192
630	1293	1193
631	1294	1194
632	1295	1195
633	1296	1196
634	1297	1197
635	1298	1198
636	1299	1199
637	1300	1200
638	1301	1201
639	1302	1202
640	1303	1203
641	1304	1204
642	1305	1205
643	1306	1206
644	1307	1207
645	1308	1208
646	1309	1209
647	1310	1210
648	1311	1211
649	1312	1212
650	1313	1213
651	1314	1214
652	1315	1215
653	1316	1216
654	1317	1217
655	1318	1218
656	1319	1219
657	1320	1220
658	1321	1221

(1)	(2)	(3)
Rs.	Rs.	Rs.
659	1322	1222
660	1323	1223
661	1324	1224
662	1325	1225
663	1326	1226
664	1327	1227
665	1328	1228
666	1329	1229
667	1330	1230
668	1331	1231
669	1332	1232
670	1333	1233
671	1334	1234
672	1335	1235
673	1336	1236
674	1337	1237
675	1338	1238
676	1339	1239
677	1340	1240
678	1341	1241
679	1342	1242
680	1343	1243
681	1344	1244
682	1345	1245
683	1346	1246
684	1347	1247
685	1348	1248
686	1349	1249
687	1350	1250
688	1351	1251
689	1352	1252
690	1353	1253
691	1354	1254
692	1355	1255
693	1356	1256
694	1357	1257
695	1358	1258
696	1359	1259
697	1360	1260

(1) Rs.	(2) Rs.	(3) Rs.
698	1361	1261
699	1362	1262
700	1363	1263
701	1364	1264
702	1365	1265
703	1366	1266
704	1367	1267
705	1368	1268
706	1369	1269
707	1370	1270
708	1371	1271
709	1372	1272
710	1373	1273
711	1374	1274
712	1375	1275
713	1376	1276
714	1377	1277
715	1378	1278
716	1379	1279
717	1380	1280
718	1381	1281
719	1382	1282
720	1383	1283
721	1384	1284
722	1385	1285
723	1386	1286
724	1387	1287
725	1388	1288
726	1389	1289
727	1390	1290
728	1391	1291
729	1392	1292
730	1393	1293
731	1394	1294
732	1395	1295
733	1396	1296
734	1397	1297
735	1398	1298
736	1399	1299

(1) Rs.	(2) Rs.	(3) Rs.
737	1400	1300
738	1401	1301
739	1402	1302
740	1403	1303
741	1404	1304
742	1405	1305
743	1406	1306
744	1407	1307
745	1408	1308
746	1409	1309
747	1410	1310
748	1411	1311
749	1412	1312
750	1413	1313
751	1414	1314
752	1415	1315
753	1416	1316
754	1417	1317
755	1418	1318
756	1419	1319
757	1420	1320
758	1421	1321
759	1422	1322
760	1423	1323
761	1424	1324
762	1425	1325
763	1426	1326
764	1427	1327
765	1428	1328
766	1429	1329
767	1430	1330
768	1431	1331
769	1432	1332
770	1433	1333
771	1434	1334
772	1435	1335
773	1436	1336
774	1437	1337
775	1438	1338

(1) Rs.	(2) Rs.	(3) Rs.
776	1439	1339
777	1440	1340
778	1441	1341
779	1442	1342
780	1443	1343
781	1444	1344
782	1445	1345
783	1446	1346
784	1447	1347
785	1448	1348
786	1449	1349
787	1450	1350
788	1451	1351
789	1452	1352
790	1453	1353
791	1454	1354
792	1455	1355
793	1456	1356
794	1457	1357
795	1458	1358
796	1459	1359
797	1460	1360
798	1461	1361
799	1462	1362
800	1463	1363
801	1464	1364
802	1465	1365
803	1466	1366
804	1467	1367
805	1468	1369
806	1469	1371
807	1470	1372
808	1471	1374
809	1472	1376
810	1473	1377
811	1474	1379
812	1475	1381
813	1476	1383
814	1477	1384

(1) Rs.	(2) Rs.	(3) Rs.
815	1478	1386
816	1479	1388
817	1480	1389
818	1481	1391
819	1482	1393
820	1483	1394
821	1484	1396
822	1485	1398
823	1486	1400
824	1487	1401
825	1488	1403
826	1489	1405
827	1490	1406
828	1491	1408
829	1493	1410
830	1494	1411
831	1496	1413
832	1498	1415
833	1500	1417
834	1502	1418
835	1503	1420
836	1505	1422
837	1507	1423
838	1509	1425
839	1511	1427
840	1512	1428
841	1514	1430
842	1516	1432
843	1518	1434
844	1520	1435
845	1521	1437
846	1523	1439
847	1525	1440
848	1527	1442
849	1529	1444
850	1530	1445
851	1532	1447
852	1534	1449
853	1536	1451

(1)	(2)	(3)
Rs.	Rs.	Rs.
854	1538	1452
855	1539	1454
856	1541	1456
857	1543	1457
858	1545	1459
859	1547	1461
860	1548	1462
861	1550	1464
862	1552	1466
863	1554	1468
864	1556	1469
865	1557	1471
866	1559	1473
867	1561	1474
868	1563	1476
869	1565	1478
870	1566	1479
871	1568	1481
872	1570	1483
873	1572	1485
874	1574	1486
875	1575	1488
876	1577	1490
877	1579	1491
878	1581	1493
879	1583	1495
880	1584	1496
881	1586	1498
882	1588	1500
883	1590	1502
884	1592	1503
885	1593	1505
886	1595	1507
887	1597	1508
888	1599	1510
889	1601	1512
890	1602	1513
891	1604	1515
892	1606	1517

(1)	(2)	(3)
Rs.	Rs.	Rs.
893	1608	1519
894	1610	1520
895	1611	1522
896	1613	1524
897	1615	1525
898	1617	1527
999	1619	1529
900	1620	1530
901	1622	1532
902	1624	1534
903	1626	1536
904	1628	1537
905	1629	1539
906	1631	1541
907	1633	1542
908	1635	1544
909	1637	1546
910	1638	1547
911	1640	1549
912	1642	1551
913	1644	1553
914	1645	1554
915	1647	1556
916	1649	1658
917	1651	1559
918	1653	1561
919	1655	1563
920	1656	1564
921	1658	1566
922	1660	1568
923	1662	1570
924	1664	1571
925	1665	1573
926	1667	1575
927	1669	1576
928	1671	1578
929	1673	1580
930	1674	1581
931	1676	1583

(1)	(2)	(3)
Rs.	Rs.	Rs.
932	1678	1585
933	1680	1587
934	1682	1589
935	1683	1590
936	1685	1592
937	1687	1593
938	1689	1595
939	1691	1597
940	1692	1598
941	1694	1600
942	1696	1602
943	1698	1604
944	1700	1605
945	1701	1607
946	1703	1609
947	1705	1610
948	1707	1612
949	1709	1614
950	1710	1615
951	1712	1617
952	1714	1619
953	1716	1621
954	1718	1622
955	1719	1624
956	1721	1626
957	1723	1627
958	1725	1629
959	1727	1631
960	1728	1632
961	1730	1634
962	1732	1636
963	1734	1638
964	1736	1639
965	1737	1641
966	1739	1643
967	1741	1644
968	1743	1646
969	1745	1648
970	1746	1649

(Column 2 for Pensioners who retired between 1.4.81-31.8.82 and Column 3 for Pensioners who retired between 1.9.82-31.12.85).

ANNEXURE - II

[Paragraph 5 (a)]

Memo No. ——————— Dated ———————

From of intimation by the Pension Disbursing Authority to the P.P.O. issuing authority regarding Consolidation Pension in terms of G.O. No.——— Dated .———————

(Particulars of pension Disbursing Authority)

1. Name of Pensioner/ Family Pensioner :
2. Pension Payment Order No. :
3. Computation of Consolidated Pension or Family Pension :

	Pension	Family Pension (Normal)	Family Pension (Enhanced)
I.. Existing Pension (inclusive of commuted portion)/ Family Pension.			
II. Consolidated (inclusive of Commuted portion if any)/ Family Pension reckoned From 1.4.96			

4. Additional remarks, if any :

....

Signature of Officer-in-Charge.

GOVERNMENT OF WEST BENGAL
EDUCATION (SCHOOL) DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 63-SE (B) / 1M-60/96 Dated, Calcutta, the 2nd May, 1996.

From : Shri S. Som,
Joint Secretary to the Govt. of West Bengal.

To : The Director,
Pension, Provident Fund & Group Insurance, West Bengal,
Purta Bhavan, Salt Lake, Kolkata.

Sub. : 496-Edn (B) dt. 16.12.91 regarding switch-over of option from C.P.F./Gratuity to Pension/Gratuity.

With reference to this Department's letter No. 18-SE (B) dated 5.2.96 clarifying provisions of G.O. No. 496-Edn (B) dated 16.12.91 regarding switch-over of option from C.P.F./Gratuity to Pension/Gratuity, the undersigned is directed to clarify further as follows :

The approved teaching and non-teaching employees of State-aided Non-Govt. Educational Institutions who opted for Contributory Provident Fund-Cum-Gratuity and who retired before issuance of the G.O. No. 496-Edn (B) dated 16.12.91 and also submitted the revised option for pension including family pension-cum-Gratuity in terms of G.O. No. 496-Edn. (B) dated 16.12.91 within the prescribed period of 90 days shall be deemed to have validly exercised the option provided their pension and other retirement benefits have not been finalised and pension payment orders issued in the mean time, that is, before the date of submission of their revised option.

Clarifications given in this Department's Memo No. 18-SE (B) dated 5.2.1996 shall be deemed to have been modified to the above extent.

Sd/- Illegible,
Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CLCUTTA - 91

No. : 165-SE (B) / 1M-29/95 (Pt) Dated, Calcutta, the 19th August 1997.

CORRIGENDUM

The undersigned is directed to refer to the printed copy of this Deptt.'s order in Memo No. 38-SE (B) dated 6.3.1996 and to say that the word "died" will be included after putting a stroke (/) sign the word "retired", appearing :

(a) in the 3rd line of the Subject under the heading, MEMORANDUM; and

(b) in the 5th line of the 1st para and

(c) in the 1st line of sub-para (s) of the 1st para; & also

(d) in the 1st line sub-para (b) of the 1st para.

Sd/- (S. Som),
Joint Secretary.
School Education Department.

No. : 165/1 (50)-SE (B) Dated, Calcutta, the 19th August, 1997.

Copy forwarded for information and necessary action to :

1. A. G. (A & E), West Bengal, Treasury Buildings, Kolkata-1
2. A. G. (Audit-I), West Bengal, 4, Brabourne Road, Kolkata-1
3. A. G. (Audit-II), West Bengal, 18 Rabindra Sarani, Kolkata-1
4. Pay & A/cs Officer, Kol., Pay & A/cs. Office, 81/2/2/ Phearas Lane, Kolkata-12.
5. Pension Cell of the Finance (Audit) Deptt. of this Govt.
6. Director of Pension, P. F. & Group Insurance West Bengal, Purta Bhavan, Salt Lake, Kolkata-91.
7. Treasury Officer,..................................

Sd/- Illegible
Joint Secretary, School Education Deptt.

No. : 165/2 (76)-SE (B) Dated, Calcutta, the 19th August, 1997.

Copy forwarded for information and necessary action to :

1. Director of Public Instruction, West Bengal.
2. Director of School Education, West Bengal.
3. Director of Technical Education, West Bengal.
4. Director of Mass Education Extension, West Bengal.
5. Director of Library Services, West Bengal.
6. District Inspector of Schools SE (P.E.), ...
7. District Inspector of Schoos SE (P.E.), ...

Sd/- Illegible

Assistant Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 88-SE (B) / ES/OB/1M-9/98 Dated, Calcutta, the 26th May, 1998.

MEMORANDUMDUM

Sub. : Scheme for payment of Pension and Gratuity on the date of superannuation to the employees of West Bengal Recognised Non-Government Educational Institutions and Introduction of Comprehensive From in connection with sanction of pension cases..

The undersigned is directed to state that with a view to expediting settlement of pensionary claims, various circulars have been issued by Govt. from time to time. Inspite of issue of those circulars, the desired goal has not been reached.

The Governor is now pleased to lay down the following procedure to be followed by various authorities for settlement of pensionary claims of the employees of West Bengal Recognised Non-Govt. Educational Institutioins with a view to handing over the copy of pension payment order including Gratuity and Commuted value of pension where applicable, on the date of superannuation of an employee, as defined in Paa 5 (K) of the West Bengal Recognised Non-Govt. Educational Institutions Employees (Deatn-cum-Retirement Benefit) Scheme, 1981.

1. **Procedure to be followed by the Head of the Institutions (Headmaster/Headmistress/Administrator/Teacher-in-Charge)/Sub-Inspector (Circle).)**

1.1. The Head of the Institutioin i.e. Headmaster/Headmistress/ Administrator/Teacher-in-Charge, as the case may be, for the Secondary Schools and Sub-Inspector (Circle) for the Primary Schools shall maintain a Pension Register and shall prepare on 1st Jan/1st July of each year a list (in triplicate) in the format showing name of the incumbent, designation, date of birth and date of superannuation of the employees under his control, who will retire within the next 30 months, and shall send a copy of the same to the Pension Sanctioning Authority i.e. Dist. Inspector of Schools, Director of

Pension Provident Fund & Group Insurance, and the Chairman, Monitoring Committee and Secretary, School Education Department, Bikash Bhavan, Salt Lake, Calcutta-700 092.

1.2. A notice shall be issued by the Headmaster/Headmistress/Teacher-in-charge/Administrator/Sub-Inspector (Circle), as the case may be, to the retiring employee two years (24 months) in advance from the date of superannuation enclosing alongwith the Notice, the Part 'A' of the Comprehensive Form (Formal Application for Pension) prescribed herein, Form 'C' (for Commutation of Pension) and Forms for Nomination for Death-cum-Retiring Gratuity and Life-time Arrear of Pension, with the direction to submit the said Forms alongwith other enclosures/documents as indicated in the Comprehensive Forms, 18 (eighteen) months in advance from the date of superannuation.

1.3. The Headmaster/Headmistress/Teacher-in-Charge/Administrator in case of Secondary Schools and the Sub-Inspector (Circle) in case of Primary Schools shall have to record the necessary details such as Appointment Order, Approval of the Post and appointment, the subject or Group in which he/she was appointed (where necessary), Educational Qualifications in detail, in case of subsequent improvement i.e. after joining in the service then mention the last dates of all such Examinatins, verification of Pay & Services, Increments, Option to come under pension scheme, options under ROPA Rules, Pay Fixation Orders, statement of leave etc. and other necessaary entries/certificates, as required as per rules, from time to time when such events take place in the Service Book of the Teaching and Non-teaching employees and where such entries were not recorded when such event (s) took place the work must be completed two years (24 months) prior to the date of retirement of the employees.

1.4. On receipt of the Application Forms, 18 (eighteen) months in advance, in Part 'A'/Form 'C' (commutation) and Forms for Nomination alongwith other enclosures/documents from the retiring employee the Headmaster/ Headmistress/Teacher-in-Charge/Administrator/Sub-Inspector (Circle), as the case may be, shall start work of preparation of pension papers. He shall fill up Part 'B' of the Comprehensive Form issue Pay Certificate in Part 'C' of the Comprehensive form mentioning therein the liabilities (if any) to be recovered from the pensionary benefit and shall complete the entries and required certificates in the Service Book of the retiring employees.

1.5. The Head of the Institutioin i.e. Headmaster/Headmistress/ Administrator/Teacher-in-Charge/Administrator/Sub-Inspector (Circle), as the case may be shall send the pension papers, Part-A, Part-B, of the Comprehensive Form, Pay Certificate, Part 'C', Form C (for commutation of

Pension), Nominations for Death Gratuity and L.T.A. Pension, Service Book along with other documents/enclosures as mentioned in the Pension Form, duly completed in all respect to the Pension sanctioning Authority i.e. Dist. Inspector of School fifteen (15) months in advance from the date of superannuation of the employee for issue of pension sanction order in Part-E.

1.6. If, after the pensiion papers have been forwarded to the Pension sanctioning Authority, within the specified period, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Pension Sanctioning Authority and DPPG by the Headmaster/Headmistress/Teacher-in-Charge/Sub-Inspector (Circle), as the case may be.

1.7. The Headmaster / Headmistress / Teacher-in-Charge / Sub-Inspector (Circle) shall promptly issue reply to any observation/objection made by the Pension Sanctioning Authority/DPPG in connection with the disposal of any pension case to enable the Pension Sanctioning Authority to issue Pension Sancuion Order in time. In no case the Headmaster/Headmistress/Teacher-in-Charge / Sub-Inspector (Circle) shall take more than a month to meet up the objections so raised.

Provided that if any disciplinary proceeding has been instituted during the intervening period between forwarding of pension papers to the Dist. Inspector of Schools/Pension Sanctioning Authority (PSA) or DPPG, the fact shall be promptly reported to the PSA and DPPG. The pensionary benefit will be stopped, so long as the retiring employee is not honourably acquitted of the charges. Where disciplinary proceeding is pending even after the employee attained the age of superannuation the PSA may sanction Provisional Pension till conclusion of the disciplinary proceedings, but no gratuity or commuted value of pension shall be paid during this period. On conpletion ofdisciplinary proceedings, if any employee is honorably acquitted, the pension sanctioning authority or DPPG, as the case may be sanction the pension of the employee, indicating therein the amount of Provisional Pension sanctioned in favour of the employee concerned and also the period of such payment (if any) for adjustment of the same against final pension.

Provided that if any Court Case of appeal is pending in connection with the retiring/retired employee or in relation to his pension case (either intitiated by the employee concerned or by the School Authority/Appointing Authority or by Govt.) the pensionary benefit shall be stopped and shall be released as par direction of the Hon'ble Court.

1.8. In normal case i.e. in absence of any specific event which has a bearing on the sanction/release or amount of the pensionary bebnefit of the concerned employee, on the date of super-annuation of the employee, the

Headmaster/Headmistress/Teacher-in-Charge/Administrator/Sub-Inspector of Schools (Circle), as the case may be, shall issue a "No Liability/Liability Certificate" (as per Annexure), which shall be handed over to the retiring employee. If the last day of the month is a holiday, the Head of the Institution shall hand over the certificate on the first working day of the next month. The retiring employee shall produce the said certificate to the Pension Disbursing Officer/Treasury Officer for the release of his pensionary benefits.

Similar action shall be taken by the Appointing Authority i.e. Secretary or Administrator of the School in respect of the retiring Headmaster/Headmistress/ Teacher-in-Charge of the Secondary Schools.

2. Procedure to be followed by the Retiring Employee.

2.1. On Receipt of intimation alongwith Forms from the Headmaster/ Headmistress/Teacher-in-Charge/Sub-Inspector (Circle) as the case may be, as described in para 1.2, the retiring employee shall submit the required Forms (Part-A) alongwith Form C (if he/she intends to commute a portion of his/her pension) Forms for Nomination of Gratuity and Life-time Arrear (LTA) Pension duly filled in alongwith his/her specimen signature and photographs/joint photograph to the Headmaster/ Headmistress/Teacher-in-Charge/Sub-Inspector (Circle) not less than eighteen (18) months in advance from the date of his/her superannuation.

2.2. On the date of superannuation he/she shall hand over the official charge including charge of stores, cash, accounts, etc. of any, in accordance with such order as may be issued and collect the "No Liability/Liability Certificate" from the Headmaster/Headmistress/Teacher-in-Charge/ Administrator/Sub-Inspector (Circle)

2.3. On receipt of the Pensioner's copy of intimation letter from DPPG regarding issue of P.P. O., the retired employee shall personally appear before the Pension Disbursing Officer/Treasury Officer, as chosen by him/her earlier and submit the pensioner's copy of intimation letter regarding issue of P.P.O. and the "No Liability/Liability Certificate" issued by the Headmaster/Teacher-in-Charge/Sub-Inspector (Circle)/Secretary or Administrator as the case may be.

3. Procedure to be followed by the Pension Sanctioning Authority (D.I. of School).

3.1. On receipt of the Service Book, Pension Application in Part-A, B, C (Pay Certificate) alongwith Form-C (for commutation of pension) and

Nomination for Gratuity and L.T.A. pension etc. from the Headmaster/Teacher-in-Charge/Administrator/Sub-Inspector (Circle), the pension sanctioning authority shall start the work of preparation of pension papers in Part-D (Sanctioning the Pension) fifteen (15) months in advance from the date of superannuation. He shall simultaneously prepare calculation sheet showing admissible Pension and Gratuity of the retiring employee and family pension, where payable.

3.2. The P.S.A. shall check the pension papers and Service Book with reference to check list prescribed in Annexure-I to G.O. No: 86-SE (B) dt. 1.6.95 and shall sign/countersign the Service Book and other Forms as required as per rule, he shall also give necessary certificates in the Service Book as required as per rule.

3.3. The Pension Sanctioning Authority shall send the pension papers and Service Book etc.and Annexure-I to G.O. No: 86-SE (B) dt. 1.6.95 duly completed in all respects to the Assistant Director of Accounts (ADA/Finance Officer (F.O.), DPSC, as the case may be, for further examination before twelve (12) months prior to the date of superannuation.

3.4. After receiving back the pension papers, if any observation/objection is made by the ADA/FO, the P.S.A/D.I. shall promptly meet up the observation/objection in connection with the disposal of the pension case to enable the ADA/FO to issue the prescribed certificate as to the correctness of the case, in time. But in no case the P.S.A/D.I. shall take more than 2 (two) months to meet up the observation/objections so raised.

3.5. After obtaining the prescribed certificate as to the correctness of the case from the ADA/FO, the P.S.A/D.I. shall then send the Pension Papers in Comprehensive Form, Service Book, Form-C, Nomination for Gratuity, L.T.A. pension and other enclosures as required to the Director of Pension, Provident Fund and Group Insurance (DPPG), West Bengal, "Purta Bhavan", Salt Lake, Kolkata-91, minimum 6 (six) months in advance from the date of superannuation of the employee for issue of Pension Payment Order (P.P.O.).

3.6. If, after the pension papers have been forwarded to the DPPG, within the specified period, any event occurs which has a bearing on the amount of pension admissible, the facts shall be promptly reported to the DPPG by the P.S.A.

If any disciplinary proceeding has been instituted during the intervening period between forwarding of pension papers to the DPPG., the facts shall be promptly reported to the DPPG. The pensionary benefit will be stopped, so long as the retiring employee is not honourably acquitted of the

charges. Where disciplinary proceeding is pending even after the employee attained the age of superannuation, the DPPG will not issue the P.P.O. till conlcusion of the disciplinary proceeding. No gratuity or commuted value of pension shall be paid during this period. On completion of the disciplinary proceeding, if any employee is honourably acquitted, the P.S.A./D.P.P.G. shall issue Sanction Order/P.P.O. as the case may be, sanctioning the pension of the employee, indicating therein the amount of provisional pension (if any) sanctioned in favour of the employee concerned and also the period of such payment for adjustment of the same against final pension. If any Court Case/Appeal is pending in relation to the pension case (either initiated by the concerned employee or by the Government or Appointing Authority or other) the pensionary benefit will be released as per direction of the Hob'ble court.

3.7. The P.S.A. shall promptly issue the reply to any observation made by the D.P.P.G. in connection with the disposal of any pension cases to enable the D.P.P.G. to issue the P.P.O. in time. In no case the P.S.A. will take more than a month to meet up the objeciton so raised.

4. Procedure to be followed by the Assistant Director of Accounts/Finace Officer, District Primary School Council.

4.1. The Assistant Director of Accounts/Finance Officer, D.P.S.C. shall scrutinise all the pension papers including pay fixation, Service Book and Total Qualifying Service Period etc., as mentioned in Annexure-I with special attention to the points prescribed in Annexure-II to G.O. No. 86-Se (B) dt. 1.6.95, he shall also sign the I.P.F. Statement with the comments 'Verified and found correct' if it is all correct.

4.2. The Assistant Director of Accounts/Finance Officer, D.P.S.C., as the case may be, shall then return pension papers, Service Books alongwith Annexure-I & II noting his specific objection, there to, if any, or otherwise recording the prescribed certificate as to the correctness of the case to the Pension sanctioning Authority within a period of 2 (two) months (form the date of receipt of the case) positively. Observation/objection, if any, shall preferably be made at a time covering all points and no on piece-meal basis, to avoid delay.

4.3. If the pension case is returned with objection, then after compliance with the objections raised, the P.S.A. shall send the case once again to the A.D.A./F.O., as the case may be, for verificatin. The A.D.A/F.O. after satisfaction shall return the pension papers within 1 (one) month (from the date of receipt) after verification and recording the prescribed certificate as to the correctness of the case. In no case the pension papers shall be pending for more than 3 (three) months (total) in the office of A.D.A./F.O.

5. **Procedure to be followed by the Director of Pension, Provident Fund and Group Insurance, West Bengal.**

5.1. On receipt of pension papers completed in all respect from the P.S.A./D.I., 6 (six) months in advance from the date of superannuation of the employee, the D. P .P. G. shall apply requisite check for determining the admisibility of the pension, gratuity and family pension, commutation value of pension, if any.

5.2. If any information/clarificatin is wanted, the P.S.A./D.I. shall be contacted within 3 (three) months form the date of receipt of pension papers. Objection, if any, shall preferably be made at a time covering all the points to avoid delay.

5.3. Where no information/clarification is desired or where necessary clarification has been received from the P.S.A., the DPPG after satisfaction, shall straightway issue P.P.O. mentioning therein (i) Pension Payment Order, (ii) Authority for payment of Gratuity and (iii) Authority for payment of commuted value of pension, 1 (one) month in advance from the date of superannuation of the employee, with the direction to start payment from specific date as fixed therein.

The amount of Pay Reckonable for Pension and the details of Liabilities, Provisional Pension, Gratuity (if any) to be recovered from the Pensionary Benefit shall be mentioned in the Pension Payment Order (P.P.O.). In case of No Liability or No-Recovery that shall also be mentioned in the P.P.O. The P.D.O./T.O. shall verify the amount of Pay and Liabilities (if any) from the "No Liability/Liability Certificate" issued on the date of superannuation.

5.4. If, after the pension papers have been forwarded by the P.S.A. any information is received from P.S.A. or from Appointing Authority/Head of the Institution which has a bearing on the amount of Pension admissible, that shall be dealt with accordingly.

If any disciplinary proceeding has been initiated during the intervening period between forwarding of pension papers to DPPG, after receiving such report, the pensionary benefit of the concerned employee shall be stopped, so long as the retiring employees is not honourable acquitted of the charges. Where disciplinary proceeding is pending even after the employee attain the age of superannuation, the DPPG shall not issue the P.P.O. till conclusion of the disciplinary case. No Gratuity or Commuted value of Pension shall be paid during this period. On completion of the disciplinary proceedings, if any employee is honourable acquitted, the D.P.P.G. shall issue of P.P.O. If nay

Court Case/Appeal is pending in relation the concerned employee or in relation to his pension case (either initiated by the employee or appointing authority or Govt. or other) the pensionary benefit shall be released as per direction of the Hon'ble Court.

5.5. When the retiring employee is in receipt of higher pay on the basis of interim orders passed by the Hon'ble Court or where Appeal, if any is pending, such higher pay may be taken into account for calculation of pension only on provisional basis till finalisation of the case. No gratuity or commuted value of pension shall be authorised in such case till finalisation or the court case and issue of consequential Govt. instructions.

5.6. The DPPG shall send the PPO to the P.D.O./T.O. with copies to (a) retiring employee and (b) the P.S.A./one month in advance from the date of superannuation of the employee.

6. Procedure to be followed by the Pension Disbursing Officer/ Treasury Officer.

6.1. On receipt of the PPO from the DPPG, in advance the P.D.O/T.O. shall wait till the pensioner personally appear alongwith Pensioner's copy of PPO and 'No Liability/Liability Certificate" issued by the Appointing Authority/ Head of the Institution.

6.2. On personal appearance of the pensioner, the P.D.O,/T.O. shall complete formalities prescribed in relevant rules and start payment from the date mentioned in the PPO after deducting/adjusting the recoveries as mentioned in PPO/Liability Certificate/Provisioinal Pension/Provisional Gratuity/commuted portion of pension or overdrawal etc. If any.

7. The procedures outlined inforegoing paragraphs shall also be followed mutatis mutandis, in case of (a) settlement of pensionary claim arising on grounds other than grounds of superannuation and (b) settlement of family pension and death gratuity in the event of death in harness of an employee.

8. Failure to comply with the provisions as stated above the concerned authorities shall be seriously viewed and may make such authorities liable for disiciplinary action.

In particular the Head of the Institutions, Sub-Inspector (circle) Pension Sanctioning Authority, Asstt. Director of Accounts/Finance Officer, DPSC, the DPPG, WB, and the P.D.O/T.O. shall beheld personally responsible for non-compliance with the procedure required to be followed by them for payment of pension. For any lapses on their part in this regard, the concerned authorities

apart from being liable for disciplinary action, may also be required to pay to the Government such amount which Government may have to pay additionally by way of interest for delayed payment of retiring benefits to the employees.

9. The commuted value of pension in respect of those commutation applications which will not be submitted alongwith pension cases as well as revised pensionary benefits (including revised gratuity and revised commuted value) will be paid through the P.D.O./T.O. concerned as usual after receiving authority from the DPPG, WB.

10. The Comprehensive Forms which have been prescribed in the Annexures to this order shall replace the relevent existing Forms under the West Bengal Recognised non-Govt. Educational Institutions Employee's (DCRB) Scheme, 1981.

11. The relevent provisions of the West Bengal Recognised Non-Govt. Educational Institutions Employees' (DCRB) Scheme'81 shall be deemed to have been amended to the extent indicated in this corner.

12. Separate order is being issued for setting up of "Monitoring Committee" to monitor the proper implementation on the Scheme.

13. The order shall take effect from 1st July, 1998.

14. This order issues with the concurrance of the Finance Department, Pension Cell vide their U.O.no. Group 'J' (pen) 169 dt. 29.4.98.

Sd/- Nikhilesh Das,
Secretary.

Encl. : Annexures

No. : 88/1 (40) Dated, Calcutta, the 26th May, 1998.

Copy forwarded for information and necessary action to :

1. District Inspector of Schools (Primary Education)..........................
2. District Inspector of Schools (Secondary Education)........................

With the direction to circulate the scheme with the enclosures amongst the Heads of Institutiions and Sub-Inspector of Schools (Circle) for implementation with effect from 1.7.98. All pension application pending on

1.7.98 and the application received on 1.7.98 and thereafter should also be processed in the light of the above directions.

Sd/- S. Som,
Joint Secretary.

No. : 88/2 (40) Dated, Calcutta, the 29th May, 1998.

Copy forwarded for information and necessary action to :

1. Assistant Director of Accounts ....
2. Finance officer, District Primary School Council ....

Sd/- S. Som,
Joint Secretary.

No. : 88/3 (100) Dated, Calcutta, the 26th May, 1998.

*** *** ***

4. Director of School Education (Secondary), West Bengal, "Bikash Bhavan", Salt Lake, Kolkata-91.

*** *** ***

Sd/- S. Som,
Joint Secretary.

No. : 935 (21) G.A. Dated, Calcutta, the 3rd September, 1998.

Copy forwarded to the District Inspector of Schools (SE), ...P.O. ....Dist. ....
for information and necessary action. He is requested to circulate the scheme with enclosures amongst the Heads of the Institution for implementation with effect from 1.7.98. All pension applications pending on 1.7.98 and the application received on 1.7.98 and thereafter should also be processed in the light of the above observations.

Sd/- N. Sinha
for Director of School Education. West Bengal.

ANNEXURES

Memorandum No.: 88 SE (B) Date : Calcutta the 26th may, 1998
of the School Education Department.

COMPREHENSIVE FORMS

For Sanction of Pension under West Bengal Recognised Non-Govt. **Educational Institution Employees' (D.C.R.B) Scheme, 1981.**

GOVERNMENT OF WEST BENGAL
Office of the District Inspector of Schools

Memo No. ..../ Dated, the ....

From : The District Inspector of Schools ....

To : The Director of Pension, Provident Fund & Group Insurance,
West Bengal (2nd Floor), "Purta Bhawan"
Salt Lake City,Calcutta-700 091.

Sir,

I am forwarding herewith the pension papers of Sri/Smt. ....of ....

.....................................P.O. ....Dist. ....

after according sanction, for further necessary action from your end.

Yours faithfully,

List of Encl.
at reverse. Ditrict Inspector of Schools Education.

Memo No. ..../ Dated, the ....

Copy forwarded for information to :

1. The Asstt. Director of Accounts/Finance Officer, DPSC.
2. The Headmaster/Chairman, D.P.S.C.,.....................................
3. The Chairman, Monitoring Cell, Education Department, "Bikash Bhavan", Salt Lake, Kolkata-700 091.
4. Shri/Smt. ....

District Inspector of Schools Education.

ORIGINAL DOCUMENTS ENCLOSED :

1. (a) Service Book
   (b) Comprehensive Form, Part A, B, C, D Calculation Sheet and Form 'C'.
   (c) Annexure I & II to G.O. No. 86 SE (S) dt. 1.6.95
   Duly filled in ;
2. Original Options & Pay Fixation Statements for each Revision of pay Rules since 1981, duly chocked by the Asstt. Director of Accounts/ Finance Officer.
3. Option to come under DCRB Scheme of 1981.
4. Nomination for D.C.R.GB. and L.T.A. Pension duly accepted by the D.I. of School.
5. Passport size Joint Photograph/Photograph and 3 sets of Specimen Signature duly attested by comptent authority.

OTHER DOCUMENTS (ATTESTED PHOTO COPIES)ENCLOSED :

1. Copy of Approval of Appointments of the employee.
2. Copy of Testimonials in support of date of birth and academic attainments.
3. Copy of the resolution of Managing Committee, if voluntarily retired after 20 years' service.
4. Copy of Sanction Orders of Provisional Pension, Provisional Gratuity/Provisional Family Pension, Provisional Death Gratuity and Ad-hoc relief.
5. Original Photocopy (duly attested) of Treasury Challan depositing the Employer's share of C.P.F. together with accrued interest and a detail statement thereof duly verified.
6. Treasury Challan showing the deposit of excess drawal of salary (in case of excess drawal if any) alongwith detail statement duly verified.
7. Original/Photocopy (duly attested) of Medical Certificate from Competent Authority (in case of Invalid Pension).
8. Death Certificate (in case of Family Pension).

COMPREHENSIVE FORM FOR SANCTION OF PENSION UNDER WEST BENGAL RECOGNISED NON-GOVT. EDUCATIONAL INSTITUTION EMPLOYEES' (DCRB) SCHEME, 1981

PART - A

FORMAL APPLICATION FOR PENSION/FAMILY PENSION

(To be filled in by the Pensioner/Family Pensioner/Retiring employee)

To,

The District Inspector of Schools,

SECONDARY/PRIMARY EDUCATION

Through : Head of Institution/Administrator/Secretary ----------------------

School --

(in case of Secondary School)

OR

The S.I./S(PE-- Circle

(in case of Primary School)

1. (a) I, Shri/Smt.--

(For Pension) (Name of Applicant)

--of-------------------------------------

(Designation) (Name of School)

or ---------------------------------------beg to say that I am due to retire/have retired from my Service on ----------------------.

* (b) I, Shri/Smt.--wife/husband of

(For Family Pension) (Name of Applicant)

Late --

(Name of employee) (Designation)

of -- beg to say that my

(Name of School)

said husband /wife retired from Service on ------------------

and died on ----------------/died in harness on ----------------

2. I, hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

(a) I, Shri/Smt. --
of --
solemnly declare that the amount of pensionary benefits which is to be granted to me/us by appropriate authority if afterwards be found to be in excess over the amount which I am actually entitled to, I will refund the excess amount forthwith on demand.

3. (b) I,---
of---
hereby declare that any amount of excess payment and overdrawal in pay and allowances, Loans, Advances etc. if found during scrutiny of any pension paper should be adjusted from the gratuity and pensions/relief.

I hereby promise to raise no objection whatsoever for such adjustment.

4. I intend to draw my pension from P.D.O., Kolkata/
---------------------------- Treasury/----------------------------
Bank, ------------------------------ Branch, Single Name Savings Bank Account No. : --------------------------------.

*5. FOR THE FAMILY PENSIONER ONLY

a. **No re-marriage declaration** : I do hereby declare that after the death of my husband/wife I have not yet re-married.

b. **Non-employment declaration** :

I do hereby declare that I am not in any employment/
I am emplyoed in --
(Name of the Office/Institution)

Date ------------ --
(Signature of the Pensioner/ Family Pensioner)

Permanent Postal Address/ Address where P.P.O. will be sent :	Present Address :
------------------------------	------------------------------
------------------------------	------------------------------
------------------------------	------------------------------
------------------------------	------------------------------

Enclosures :

(a) Specimen signature

(b) Passport Size Joint/Single Photographs

(c) Form 'C' - Application for Commutation of Pension

(d) Nomination for Death Gratuity

(e) Nomination for Life Time Arrears Pension

(f) Death Certificate (in case of Family Pension)/ Medical Certificate (in case of Invalid Pension)

ENCLOSURE — A

(TO BE SUPPLIED BY THE PENSIONER/FAMILY PENSIONER)

A. Three specimen signatures of the Pensioner to be given below duly attested by Gr. "A'/erstwhile gazetted officer. (For use at the Directorate of Pension, Provident Fund and Group Insurance)

Name of Pensioner : --

(In Block Letters)

Signature attested

1st Signature ------------------------------

2nd Signature ------------------------------

3rd Signature ------------------------------

Signature attested

1st Signature ------------------------------

2nd Signature ------------------------------

3rd Signature ------------------------------

Signature attested

1st Signature ------------------------------

2nd Signature ------------------------------

3rd Signature ------------------------------

ENCLOSURE - "B'

(TO BE SUPPLIED BY THE PENSIONER/FAMILY PENSIONER)

B. Three copies of Photographs (Single/Joint) to be stapled below. The photo should have the name (s) of the pensioner (s) and be attested on the frontside by Group 'A' Officer/Headmaster/ Headmistress of the Institution.

To be furnished by the pensioner or by the family pensioner as the case may be

FORM - 'C' **Enclosure-'G'**

(To be furnished by the Employee)

PART - I

FORM OF APPLICATION FOR COMMUTATION OF PENSION WITHOUT **MEDICAL EXAMINATION**

I furnish below the relevant particulars and request that I may be permitted to commute a portion of my pension as indicated below :-

1. Name of the Employee : (IN BLOCK LETTERS) --

2. Date of Birth : --

3. Date of Superannuation on attaining the age of 60/65 Yrs. ---------------

4. Designation of the post held at the time of Superannuation and the name of the institution : --

5. Amount of Pension Sanctioned/to be sanctioned -------------------------- and whether it is provisional or final : -----------------------

6. Class of Pension as defined in the West Bengal Non-Govt. Educational Institution Employees' (Death-cum-Retirement Benefit) Scheme, 1981 :- SUPERANNUATION PENSION/ RETIRING PENSION/

   ----

7. Name of the Treasury/--------------------------or P.D.O., Kolkata through ----------------------- --------Bank,--------------------------Branch, S.B.A./c No.-----------------------from which pension is being/will be drawn, and Commuted Value of Pension is desired to be drawn.

8. Designation of the Audit Officer and the number and date of Pension Payment Order, if issued : DIRECTOR OF PENSION, PROVIDENT FUND & GROUP INSURANCE, WEST BENGAL --------

----

9. Amount (in whole rupees) of Pension and portion of pension proposed to be commuted : --------------------------

10. Particulars of any application for commutation of pension made previously and whether appeared before any Medical Authority or Not : --

----

Signature

Address : --

Date : ----------------- --

PART - II

Forwarded to The Director of Pension, Provident Fund & Group Insurance, West Bengal (Audit Officer) for authorising the payment of the commuted value, part - I of Form 'C' has been received by this office on ------------------

----

Signature of the Competent Authority
(D.I. of School)

Date : -----------------

(OFFICE SEAL)

ENCLOSURE - 'D'

NOMINATION FOR PAYMENT OF DEATH-CUM-RETIREMENT GRATUITY

(to be furnished by the Employee)

I hereby nominate the person mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of mominees.	relationship with employee	age	Amount of share of gratuity payable to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount of share of gratuity payable to each.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

* This nomination supersedes the nomination made by the earlier on.................................which stands cancelled.

Dated this.........day of ....20..............at..................................... ....

Signature of Employee.

Witness to Signature :

(1) ....

(2) ....

Note : (1) The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(2) Fourth column should be filled in so as to coner the whole amount of gratuity.

(3) The amount/share of gratuity shown in last column to cover the whole amount/share payable to the original nominee.

* Strike out, if not applicable.

Date : ....

....

Signature of Head of Office

(OFFICE SEAL)

Contd....

Continued From Previious Page

NOMINATION FOR PAYMENT OF LIFE TIME ARREAR OF PENSION

(to be furnished by the Employee)

Pension Disbursing Authority/Head of Office
Name of Bank/Treasury/Accountant General, West Bengal,
(Place) ....

I ....hereby nominate the person named below, under rule 5 of the
(Name of the pensioner in Capital Letters)
the Payment of Arrear of Pension (Nomination) Rule, 1986.

Name and address of the nominee	Relationship with Pensioner.	Date of Birth.	If nominee is minor name & address of persons who may receive the said pension during the nominee's minority.	Name & address of other nominee in case the nominee under Col. (1) predeceased the pensioner.	Relationship with Pensioner.	Date of Birth if the other nominee is minor.	Name & address person who may receive the pension during the other nominee'sminority.	Contingency on happening of which nomination shall become invalid.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Place :.. Date : ....

Witness : Signature, Name & Address : ....

Signature of the Pension Disbursing Authority/Head of Office.

Signature (or thumb impression if illiterate) and name of pensioner and address.

Acknowledgement to be sent by the Pension Disbursing Authority/Head of Office.

Certified that application/nomination has been received from Shri/Smt. ....
(Name of Pensioner)
whose address is...

Place :...................Date :.........................

Signature of the Pension Disbursing Authority/Head of Office
Full Address : ....

ENCLOSURE - 'F'

(To be furnished by Employee/Pensioner/Family Pensioner).

(a) **In 'Death-in-harness' case :**

"Please paste Death Certificate (Xeroxed copy duly attested by a Group-'A' Officer".

(b) **In 'Invalid Pension' case :**

"Please paste Medical Certificate as laid down in para 11 of D.C.R.B., 1981.

FORM FOR SANCTION OF PENSION AND GRATUITY
PART - B

(To be filled in by Appointing Authority/head of the Institution/ Sub-Inspector (Circle).

1. (a) Name of the Employee. (IN CAPITAL LETTERS) : ....
   (b) Name of Wife/Husband. : ....
   (c) Name of Father. : ....
2. (a) Date of Birth of the Employee. : ....
   (b) Identification Marks. : ....
3. (a) Date of joining on first appointment. : ....
   (b) **Particulars of service rendered by the Employee :**

Name of the Institution (s) where served.	Date of Recogni- tion of the	Post held	Approval Memo. No. & Date of appointment	**Period of Service** From	to	Total Period

   (c) Period of Gross service : ....
   (d) **Particulars of Non-qualifying Service :**
      (i) EOL without Medical Certificate,
      (ii) Period of suspension not to be counted towards pension etc.
      (iii) Break-in-Service Period (duly condoned),
      (iv) Unapproved service/Service rendered in unrrecognised schools,
      (v) Other Non-qualifying service, if any.
   (e) Acceptable Qualifying Service :......... Years,.........Months ......
4. (a) Option exercised under Death-cum-Retirement Benefit Schemes of 1981 : ....
   Date of Option : ....
   (b) Class of Pension : ....

5. (a) Amount Reckonable for Pension & Gratuity : ....

(b) Proposed Pension : @ Rs. ....p.m. w.e.f. ....

(c) Proposed Gratuity : Rs..........................

(d) Place of Payment :

Pension & Gratuity .... Treasury/P.D.O.,
and Commuted Value Kolkata.
of Pension. : .... Bank,

S.B.A./C. No : .... ; ....Branch.

6. (a) Whether nomination made for Death Gratuity : ....

(b) Whether nomination made for LTA Pension : ....

(c) Whether applied for Commutation of Pension ... .
if in the affirmative, date of acceptance of the
Application : ....

[Sl. No. 7, 8 & 9 : Applicable for Family Pension cases only 7]

7. **STATEMENT OF FAMILY MEMBERS OF THE EMPLOYEE :**

Name	Relationship	Date of Birth	Marital Status	Remarks

*8. **Amount Reckonable for Family Pension & Death Gratuity :**

(a) Proposed Life Time Arrear Pension : @ Rs. ....from......to......

(b) Proposed Family Pension @ Rs............ p.m. from ....
to..............(at enhanced rate) and from ....
@ Rs. ....p.m. (at ordinary rate).

(c) Proposed Death Gratuity : Rs. ....

(d) Place of Payment of Family Pension & Death Gratuity :
.... Treasury/P.D.O., Kolkata,
.... Bank, ...Branch.

*9. Descriptive Roll of ....,
Widow/Widower/Guardian of Minor
Children of Late ....
Date of Birth : ....
Personal marks of Identification : ....

Signature/Left hand Thumb & Finger Impressions :

Attested by :	Witnessed by :
(i)	(i)
(ii)	(ii)

10. (a) An amount of Rs. .... has been deposited by Treasury Challan No. :.....................dated .... in respect of Employer's Share of C.P.F. Details have been recorded at page .... of the Service Book and the copy of the Challan has been affixed thereat. A detail statement is also enclosed hereto.

(b) Extension of Services were granted by D.I./S, ...

1st term vide No : .... dt .... from ...... to ......

2nd term vide No : .... dt .... from ...... to ......

3rd term vide No : .... dt .... from ...... to ......

4th term vide No : .... dt .... from ...... to ......

5th term vide No : .... dt .... from ...... to ......

(c) The excess drawals to the amount of Rs. .... for wrong fixation and/or for overstayal and/or for .... have been refunded by the employee vide Treasury Challan No : .... dated .... The Original Copy of the Challan and a detail statement of overdrawals is enclosed hereto.

Certified that —

(i) the particulars regarding qualifying service, pay and other information as mentioned above are based on records and found to be correct and be accepted as satisfactory for granting pensionary benefits to the employee and /or his family.

(ii) the Service Book has duly been completed in all respect and the entries and certificates in the Service Book have duly been verified and signed by me.

(iii) Qualifying Service so claimed for pension has been verified from records and found satisfactory.

(iv) emoluments/average emoluments have been correctly calculated and verified from the Acquittance Rolls.

....

Signature of Headmaster/Head of the Institution/
Secretary/Administrator/Sub-Inspector (Circle).

Date : ....

(OFFICE SEAL)

PART - 'C'

(To be filled in by the Head of the Institution/Administrator/Secretary/ Sub-Inspector (Circle).

PAY CERTIFICATE

(for Retirement/Death Case only)

Pay Certificate of Shri/Smt. ....
(Designation)

of ....
(Name of the Institution)

for the purpose of Pension/Gratuity/Family Pension.

P A Y

1. (A) The Basic Py of Shri/Smt..
as on .... is/was Rs. ....p.m. in the
scale of pay of Rs...

(B) His/Her last increment before retirement in the aforesaid scale is due on....................................... which will raise his/her pay to Rs........................ p.m. upto the date of his/her superannuation on ....

(C) He/She draws a Special Pay of Rs. .... in addition to his/her Basic Pay in the aforesaid scale.

(D) He/She draws the following elements viz.

i.

ii.

iii.

Which have been declared as pay for the purpose of pension and other retirement benefits.

RECOVERIES OF LOANS AND ADVANCES

Loan/Advances of Rs. ....was sanctioned for.........
... . of which ....instalment have been recovered upto.........
............@ Rs. ....and further ....instalment
@ Rs. ....will be recovered upto the date of superannuation leaving a balance of Rs. ....as outstanding on the date of superannuation to be recovered from Gratuity.

OVERDRAWALS OF PAY AND ALLOWANCES ETC.

Shri/Smt. .... had overdrawn an amount of Rs. .... on account of ....of which Rs. .... shall be recovered upto the date of superannuation leaving a balance of Rs. .... as outstanding on the date of superannuation to be recovered from Gratuity.

All outstanding dues, as on the date of superannuation, shall be recovered from the amount of gratuity and relief on pension straightway by the Director of Pension, Provident Fund & Group Insurances.

Date : ....

(OFFICE SEAL)   Signature of the Headmaster/Head of the Institutition/ Secy./Admtr./S.I. (Circle).

ENCLOSURE - 'G'

TO BE FURNISHED BY THE HEAD OF THE INSTITUTION/S.I. OF SCHOOL.

(OPTION FORM)

as per para 3 (b) of 136 Edn. (B) dt. 15.5.1985.

(Original Option Form to be pasted here by the School Authority including option for C.P.F., Gratuity exercised earlier, if subsequently opted for Pension including Family Pension-cum-Gratuity as per G.O. No : 496-Edn. (B) dated 16.12.1991).

PART - 'D'

(To be filled in by the Pension sanctioning Authority/D.I.)

ORDER OF THE PENSION SANCTIONING AUTHORITY

(a) The undersigned having satisfied himself that the service of Shri/Smt.. has been thoroughly satisfactory hereby orders the grant of the full pension, death/retiring gratuity, service gratuity which may be accepted by the Audit Officer as admissible under the scheme :

OR

(b) The undersigned having satisfied himself that the service of Shri/Smt.. has not been thoroughly satisfactory hereby orders that the full pension, and/or gratuity which may be accepted by the Audit Officer as admissible under the scheme shall be reduced by the specified amount or percentage indicated below :

Amount or percentage of reduction in Pension Rs. ....

Amount or percentage of reduction in Gratuity Rs...........................

(c) In the event of death of Shri/Smt.. .... Family Pension which may be accepted by the Audit Offcer as admissible under the Family Pension Scheme will be admissible to Shri/Smt. ....

*(d) The undersigned having satisfied himself that the service of Late .... (designation)

of .... has been thoroughly (school)

satisfactory hereby orders the grant of a family pension

from ....to...................................at

enhanced rate and thereafter from .... at ordinary rate to

Shri/Smt. ....

Widow/widower of the decessed employee, which may be accepted by the Audit Officer as admissible under the Scheme.

*(e) The undersigned having satisfied himself of the above particulars of service of Late ....

(designation)

.... of .... to be

(school)

thoroughly satisfactory hereby orders the grant of Retiring/Death Gratuity and Life-time arrear of pension from .... to .... to each of the following claimants in equal share 1. .... 2. .... 3. .... 4. .... which may be accepted by the Audit Officer as admissible under the scheme.

* [(d) and (e) for Death Case only]

*(f) A sum of Rs. .... as has been found on examination the pension papers is yet to be recovered and as such be adjusted from the final gratuity and arrear pension.

(g) Provisional Pension @ Rs. .... p.m. has been sanctioned vide Order No. .... dt. .... for the period from ....to ....

(h) Provisional Family Pension @ Rs. .... p.m. has been sanctioned vide Order No. ....dt. ....for the period from .... to ....

(i) Ad-hoc relief has been sanctioned @ Rs. .... p.m. for the period from ....to .... vide order No. .... dt. ....

(j) Provisional Gratuity/Death Gratuity has been sanctioned amounting to Rs. .... vide Order No. .... dt. ....

The Pension & Gratuity are payable at .... Treasury/ P.D.O., Kolkata, ...Bank, ...Branch.

The Pensioner's copy of P.P.O. should be sent to the following address :

....

....

This order is subject to the condition that if the amount of Pension and/or gratuity as authorised be afterwards found to be in excess of the amounts to which the pensioner is entitled under the scheme, he/she shall be called upon to refund excess.

Certified that :

(i) the qualifying service, for which the on has been claimed, was rendered in the school/schools which was/were recognised during the entire period of services so claimed.

(ii) The school where the employee last served was convered fully under "Salary Deficit Scheme".

Date : ....

Signature and Designation of the Pension Sanctioning Authority
(D.I. of School)

(office seal)

CALCULATION SHEET

a.	Date of Birth	:	
b.	Date of Appointment	:	
c.	DAte of Retirement	:	
d.	Qualifying Service (in six monthly period)	:	
e.	Amount Reckonable for Pensionand Gratuity	:	Rs.
f.	Amount Reckonable for Family Pension and Death Gratuity	:	Rs.
g.	Pension admissible	:	@ Rs.............................. p.m. w.e.f. ....
h.	Gratuity admissible	:	Rs. ....p.m. (at enhance rate) From .... to .... @ .... (at Ordinary rate) From ....
*j.	Death Gratuity admissible	:	Rs. ....
*k.	Life-time Arrear Pension admissible	:	@ Rs. .... From ....

* [j & k for death case only.]

Date : .... (Signature of the Pension Sanctioning Authority)

(District Inspector of School)

(OFFICE SEAL)

verified :

Date : .... Assistant Director of Accounts/

Finance Officer, D.P.S.C.

(OFFICE SEAL)

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No : 102-SE (B) / 1 M-29/95, Pt. IV — Dated Calcutta, the 15th June, 1998.

MEMORANDUM

Sub. : Revision of Pension of the employees governed by the West Bengal Recognised Non-Govt. Educational Institutions Employees' (Death-cum-Retirement Benefit) Scheme, 1981 who retired/died while in service on/after 31.12.85., while enjoying the pre 1.4.1986 scale of pay.

The undersigned is directed to refer to this Department's Order in Memo. No. 38-SE (B) dated 6.3.96 read with corrigendum in Memo No. 165-SE (B) dated 19.8.97 regraridng consolidation, with effect from 1.4.96, of the pension (including family pension) of all wholetime approved teaching and non-teaching employees of the non-governemnt sponsored/aided Institutions as shown in Statement-I of the Scheme referred to above, who opted for pension including family pension-cum-gratuity and who retired/died between 1.4.81 and 31.12.85 (both days inclusive) as shown in Annexure-I of the said memo dated 6.3.96. The question of extending the said benefit of consolidation for the same group of employees who were in the 1981 (pre.-1.1.86) scale of pay and who retired/died after 31.12.85 was under consideration of the Government for some time past.

2. The undersigned is directed to say that after careful consideration the Governor has been pleased to extend the benefit of consolidation of the existing pension (including family pension) to all wholetime approved teaching and non-teaching employees of thenon-government/sponsored/aided Institutions as shown in Statement-I of the said Scheme, 1981 who opted for pension (including family pension)-cum-gratuity and who retired/died after 31.12.85, while enjoying the scale of pay as existing before 1.1.1986 [as per memo no. 372-Edn (B) dated 31.7.81]; so that the existing pension (including family pension such employees as shown under column (1) of Annexure -I of the memo no. 38-SE (B) dated 6.3.96 shall stand consolidated to the corresponding figure under column (3) of the said Annexure shown against the relevant existing pension under coloumn (1)..

3. The undersigned is further directed to say that

(a) on the consolidated pension so arrived at, relief at the same rate as applicable to the pensioners who were State Government employees, will be admissible with effect from 1.4.96; and

(b) all other terms and conditions including the date of effect (i.e. 1.4.1996) of such consolidation of pension or famiily pension as in memo no. 38-SE (B) dated 6.3.96 will apply mutatis mutandis in case of the present ground of pensioners.

4. This order issues with the concurrence of the Finance Deptt., Pension Cell, vide their U.o. No. Group-J (Pen) 350 dated 2.6.1998.

Sd/- S. Som

Joint Secretary.

No. : 102/1 (80)-SE (B) Dated, Calcutta, the 15th June, 1990.

Copy forwarded for information and necessary action to :

1. Accountant General (A & E) West Bengal, Tresury Buildings, Kol-1;
2. Accountant General (Audit-I) West Bengal, 4, Brabourne Road, Kol-1;
3. Accountant General (Audit-II) West Bengal, 18, Rabindra Sarani, Kol-1;
4. Pay & Accounts Officer, Kol. Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata-12;
5. Pension Cell of the Finance (Audit) Deptt. of this Govt.;
6. Director of Pension, PF & GI, West Bengal;
7. Treasury Officer ....
8. Director of Accounts, School Education Department, Govt. of West Bengal, Bikash Bhawan, Sait Lake, Kolkata-91;
9. Pension Disbursement Officer, Kolkata, Purta Bhavan, Salt Lake, Kolkata-91.

Sd/- Illegible

Joint Secretary.

No. : 102/2 (70)-SE (B) Dated, Calcutta, the 15th June, 1990.

Copy forwarded for information and necessary action to :

1. Director of Public Instruction, West Bengal;
2. Director of School Education, West Bengal;

3. Director of Technical Education, West Bengal;
4. Director of Mass Education.West Bengal;
5. Director of Library Services, West Bengal.;
6. District Inspector of Schools (PE/SE) ....
7. President, West Bengal Board of Primary Education;
8. Chairman, Dist. Pry. School Councils..
9. Chairman, Sub-Divisional Pry. School Council, Siliguri;
10. Secretary, Deptt. of Edn. Darjeeling Gorkha Hill Council;
11. Private Secretary to M.I.C. (Pry), Secondary & Madrasah (Edn.)

Sd/- Illegible
Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91.

No : 64-SE (B) Dated Calcutta, the 9th April, 1999.

MEMORANDUM

Sub. : Pension revision of the employees of Institutions as shown in Statement-I of the West Bengal Recognised Non-Govt. Educational Institutions Employees' (DCRB) Scheme, 1981 who retired/died while in service prior to 1.4.81.

The undersigned is directed to state that in terms of this Department's Memo. No. 38-SE (B) dated 6.3.96 read with corrigendum in No. 165-SE (B) dated 19.8.97 and No. 102-SE (B) dated 15.6.98 the pension (including family pension) of all wholetime approved teaching and non-teaching employees of the Institutions as shown in Statement-I of the Scheme referred to above, who opted for pension including family pension-cum-gratuity and who retired/died while in service on or after 1.4.81 has been consolidated w.e.f. 1.4.96 and on such consolidated pension, relief at the same rate as applicable to the pensioners who were State Govt. employees has been allowed w.e.f. 1.4.96. The benefit of consolidation for similar employees who retired/died while in service prior to 1.4.81 was under consideration of the Govt. for some time past.

2. The undersigned is directed to say that after careful consideration of the issue and in compliance of the solemn order of the Hon'ble Calcutta High Court dated 27.2.97 in Matter No. 1789 of 1994, the Governor has been pleased to extend the benefit of consolidation of the existing pension including family pension to all wholetime approved teaching and non-teaching employees of Institutions as shown in Statement-I of the W.B. Recognised Non-Govt. Educational Institutions Employees' (DCRB) Scheme, 1981 whose pension/family pensions were revised/sanctioned in terms of Govt. Order No. 163-Edn (B) dated 15.6.90 read with No. 341-Edn (B) dated 26.11.93 and who retired or died while in service prior to 1.4.81 as mentioned hereinafter.

Their existing pension as shown under Col. I of Annexure-I shall stand consolidated w.e.f. 1.4.96 to the corresponding figure shown under Col. 2 in the said Annexure shown against the relevant existing pension under Col. I.

The term 'existing pension' shall mean the basic pension inclusive of

commuted portion, if any. The said commuted portion will be deducted from the consolidated amount sanctioned w.e.f. 1.4.96.

3. The additional pension becoming due as result of such consolidation will not qualify for additional commutation.

4. On the consolidated pension so arrived at, relief at the same rate as applicable to the pensioners who were State Govt. employees, will be admissible w.e.f. 1.4.96.

5. Family pension in respect of the employees as indicated in para 2 above will also stand consolidated in terms of the Table in Annexure-I and relief on the consolidated family pension will be admissible similarly w.e.f. 1.4.96.

6. The provisions of this order shall be given effect to in the following manner:

All pensions disbursing authorities are hereby authorised to pay pension/family pension at the revised rates as per Annex.-I without any further authority from the Audit Officer concerned. An intimation regarding such consolidation may be sent by the Pension Disbursing Authority to the concerned Audit Officer who had issued P.P.O. in the form given at Annexure-II so that the later can record the updating in the Pension Payment Order Register maintained by him. An acknowledgement shall be obtained by the Pension Disbursing Authority from the Audit Officer concerned in this regard.

7. There will not be any revision of retiring gratuity, death gratuity on account of the present revision.

8. This order issues with the econcurrence of the Finance Department vide their U.O. No. Group-J (Pen) 152 dated 9.4.99.

9. Accountant General, West Bengal and all concerned are being informed.

Enclo : Annexure (1 &II). Sd/- Illegible.

Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No : 123-SE (B) Dated Kolkata, the 29th June, 1999.

MEMORANDUM

Sub. : Revision of Pensionary Benefits of the West Bengal Recognised Non-Government Educational Institution Employees (Sponsored/Aided) consequent on the revision of pay under Memo No. 25-SE (B)/1M 102/98 dated 12.2.1999 (Revision of Pay and Allowances Rules, 1998 . Relating to the Employees of the West Bengal Recognised Non-Government Aided Educational Institution). .

The undersigned is directed to state that the question of modification of D.C.R.B. Scheme'81 granting pensionary benefits to the retired/deceased employees of the West Bengal Non-Government Educational Institutions (Sponsored/Aided) consequent on the revision of pay under the School Education Department, Budget Branch, Government of West Bengal Memo No. 25-SE (B)/1M-102/98 dated 12.2.1999 has been under consideration of Government. After careful consideration of the matter, the Governor has been pleased to decide that the pensionary benefits in respect of the employees of West Bengal Recognised Non-Government Educational Institution (Sponsored/Aided) who retire/die while in service after coming into force of the revised pay scales envisaged in above mentioned Memo No. 25-SE (B).1M-102/98 dated 12.2.99 and whose pay has been allowed notionally shall be determined as follows :

["Emoluments" as defined in Sub-para)P) of para-5 of Chapter-II of Annexure-I to the Education Department Memo No. 136-Edn (B) dated 15.05.85.]

(i) Pension shall continue to be calculated at the rate of 50% of last drawn "Emoluments" under revised pay scales with proportionate reduction for less than 33 years of Qualifying Service as at present.

(ii) The existing minimum amount of monthly pension/family pension of Rs. 375/- (Rupees Three hundred Seventy Five) as laid down in Memo No. 157-Edn. (B) dated 13.6.90 shall be raised to Rs. 1300/- (Rupees One thousand Three hundred) only per month.

(iii) The existing maximum amount of pension per month of Rs. 2,250 (Rupees Two Thousand Two Hundred Fifty) only as laid down in Memo No. 157-Edn (B) dated 13.6.90 shall be raised to Rs. 6, 750/- (Rupees Six Thousand Seven Hundred Fifty) only per month.

(iv) Family Pension shall be calculated @ 30% of the pay drawn last actually or notionally under Revised Pay Scales referred to above instead of being determined by pay range as shown at para (viii) (a) & (b) of Memo No. 157-Edn (B) dated 13.6.90. The maximum ceiling of family pension of rs. 600/- (Rupees Six Hundred) only per month as laid down in Memo No. 157 Edn. (B) dated 13.6.90 shall be raised to Rs. 4,050/- (Rupees Four Thousand Fifty) only per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period as laid down in Memo. No. 136-Edn. (B) dated 15.5.85 read with Memo No. 157-Edn. (B) dated 13.6.90 will continue.

(v) The maximum amount of Death/Retiring Gratuity of Rs. 60,000/- (Rupees Sixty Thousand) only as laid down in Education Department, Budget Branch Memo No. 157-Edn. (B) dated 13.6.90 shall be raised to Rs. 2.5 lakhs (Rupees Two Lakhs Fifty Thousand) only.

While calculating the amount of Death/Retiring Gratuity, Dearness Allowance drawn immediately before death/retirement shall be taken into account in addition to existing "emoluments" last drawn.

(vi) Minimum period of Qualifying Service required for admissibility of pension/retiring gratuity and/or family pension as laid down in Memo No. 136-Edn (B) dated 15.5.85 read with Memo No. 157-Edn. (B) dated 13.6.90 shall remain unchanged.

(vii) Payment of gratuity after a service of less than 10 years at the time of retirement as provided in Sub-paragraph (b) of paragraph 20 of the West Bengal Recognised Non-Government Educational Institution Employees (D.C.R.B.) Scheme, 1981 shall continue.

(viii) For the cases of the employees who have completed Qualifying Service for 10 years or more retiring gratuity on retirement shall be paid at the rate equal to one-fourth of the amount reckonable for gratuity drawn by them for each completed six monthly period of Qualifying Service, subject to a maximum of $16^1/_2$ times of the amount reckonable for gratuity.

(ix) In the event of death in harness, the death gratuity shall be admissible at the following rates :

Length of Qualifying Service	Rate of Death Gratuity
(a) Less than one year	2 times of the amount reckonable for gratuity.
(b) One year or more but less than five years.	6 times of the amount reckonable for gratuity.
(c) Five years or more but less than 20 years.	12 times of the amount reckonable for gratuity.
(d) 20 years or more	Half of the amount reckonable for gratuity for every completed six monthly period of Qualifying Service, subject to maximum of 33 times of the amount reckonable for gratuity. In no case, it exceeds Rs. 2.5 lakhs.

(x) **Commutation of Pension** :

The maximum amount of pension that can be commuted as per provisions contained in chapter X of the West Bengal Recognised Non-Government Educational Institution Employees (D.C.R.B.) Scheme, 1981 read with Memo No. 297-SE (B) dated 23.12.94 shall be raised to 40% of the amount of pension. Other provisions in the said Scheme will however continue.

The time limit for restoration of commuted portion of pension will be 15 years from the date of retirement.

(xi) The employees of the West Bengal Recognised Non-Government (Aided/Sponsored) Educational Institution who enjoyed the benfit of the revised pay scale under ROPA 90 and retired during the period from 1.1.96 to 31.3.97 are also entitled to have their pensionary benefits revised notionally on the basis of revised pay fixed notionally in terms of the Revision of Pay and Allowances Rules, 1998 relating to the Employees of the West Bengal Recognised Non-Government Aided Educational Institution for the period prior to 01.04.97. They shall not get any arrears representing the difference between revised pension and existing pension for the period up to 31.3.97. They shall continue to draw the existing amount of pension which was fixed without taking into account the benefit of notional fixation of pay up to 31.3.97. They shall get actual payment of revised pensionary benefits i.e. pension, death/retiring gratuity and family pension arrived at on the basis of "emoluments" allowed notionally as a special case. For their cases,

pensionary benefits shall be calculated on 1.4.97 on the basis of notional pay fixed under the said Revision of Pay and Allowances Rules, 1998 and also on the basis of certificate of notional "emoluments" (in lieu of pay certificate) to be issued by the respective Pension Sanctioning Authority on the date of retirement/death based on initial notional pay, as a special case and in relaxation of normal rules.

(xii) The Director of Pension, Provident Fund and Group Insurance, West Bengal being Audit Officer as per Government of West Bengal, Educaiton Department, Budget Branch Order No. 296 (5)-Edn. (B) dated 07.10.1985 or any Officer authorised by him with his office at Purta Bhavan, 2nd Floor, Kolkata-91 will also issue authority for payment of revised pensionary benefit w.e.f. 01.04.10997 onwards on the basis of certificate of notional "emoluments" as stated above without insisting on issuing of Pay certificate. The Pension Sanctioning Authority will prepare pension papers in those cases <u>as usual</u> on the bais of notional "emoluments" and submit the same to the Director of Pension, Provident Fund and Group Insurance, West Bengal for issue of authority for payment of pensionary benefits at revised rate as stated in this order.

(xiii) In the cases of employees as mentioned above who are already in receipt of pension, the Pension Sanctioning Authority in their cases, will send Service Book along with previous Pension payment Order/Certificate, Certificate of notional "emoluments", fresh calculations sheet showing the calculation of revised pensionary benefits and application, if submitted for further commutation of pension as mentioned in para (X) to the Director of Pension, Provident Fund & Group Insurance, West Bengal will authorise payment of pensionary benefits at revised rate accordingly to the Pension Disbursing Officer concerned.

(xiv) The amount of gratuity, if any paid earlier in respect of employees of this category according to the rules prevailing at the material time will be <u>adjusted</u> against the revised gratuity calculated on the basis of notional "emoluments" now authorised by D.P.P.G., West Bengal on the basis of this order. In the cases of pensioners who are otherwise eligible to have their pay fixed notionally under 25-SE (B) dated 12.2.99 relating to the Employees of the West Bengal Recognised Non-Government Aided Educational Institution and who died on any date before or after <u>being eligible</u> to get actual payment of revised pension and Gratuity determined on the basis of notional emoluments, Pension/family pension and gratuity in respect of them shall also be determined as

stated above and Life time Arrears of such benefits w.e.f. 01.04.97 shall be paid to the nominee(s)/legal heir(s)/family member(s) as usual after adjustment of the amount already paid on this account earlier.

(xv) The pensioners who retired after being entitled to Revised Pay Benefits and who have already commuted a portion of their pension not exceeding one-third of pension without medical examination are also entitled to commute, if they so desire, the differences between 40% of revised pension and the amount of Pension already commuted without medical examination provided they did not mention specific amount in the application for commutation of pension submitted previously. They are required to submit an application in plain paper within one year from the date of revision of their pension for further commutation of pension as stated above to respective Pension Sanctioning Authority. The D.P.P.G. West Bengal will issue authority for payment of commuted value of pension as stated above on the basis of application of the pensioner received from the pension sanctioning authority.

The commutation in such cases shall become absolute on the date from which pension has been revised. In other cases, where the pensioner mentions the specific amount in the application for commutation of pension submitted previously, he/she will have to apply afresh in the prescribed from and in his/her case commutation of pension may be sanctioned after medical examination.

(xvi) The relevant rules in the West Bengal Recognised Non-Government Educational Institution Employees (D.C.R.B.) Scheme, 1981 shall be deemed to have been amended to the extent indicated in these orders. Formal amendments to the said Scheme'1981 will be made in due course. This order issues with the concurrence of Finance Deptt. Group-J (Pension) vide their U.O. No. 300/99 dt. 24.6.99.

Sd/- Nikhilesh Das
Secretary to the Government of West Bengal,
School Education Department.

No. : 123/1 (150)-SE (B) Dated, Kolkata, the 29th June, 1999.

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A & E) West Bengal, Tresury Buildings, Kolkata-1.
2. The Principal Secretary to the Government of West Bengal, Finance Department, Writers' Buildings, Kolkata-700 001.
3. The Director of Pension, Provident Fund & Group Insurance, West Bengal, Finance Department, Purta Bhavan, 2nd floor, Kol-700 091.
4. The Director of Treasuries and Accounts, 4, B.B.D. Bag (East), Stephen House, 4th floor, Kolkata-700 001;
5. The Director of School Education, West Bengal, Bikash Bhawan, 7th floor, Kolkata-700 091.
6. Director of Accounts, School Education Department, Bikash Bhavan,
7. The District Inspector of Schools (Primary/Secondary) ....
8. Chairman, D.P.S.C. ....
9. Pension Disbursement Officer, Pension Disbursement Office, Purta Bhavan, 2nd floor, Room No. 205, Salt Lake, Kolkata-700 091.
10. The Treasury Officer, ...
11. Finance (Pension) Department, Hemanta Bhavan, Top floor, 12, B.B.D. Bag, Kolkata-700 001.
12. West Bengal Board of Primary Education.
13. West Bengal Board of Madrasah Education.

Sd/-

Deputy Secretary to the Government of West Bengal,
School Education Department.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91.

No : 124-SE (B) Dated Calcutta, the 29th June, 1999.

MEMORANDUM

Sub. : Revision of Pension/Family Pension structure of pre 1.1.96 pensioners/family pensioners who enjoyed pay under Revision of Pay and Allowances Rules, 1990 issued under Memo No. 33-Edn. (B) dated 7.3.90 of Education Department, Budget Branch, Government of West Bengal.

AND

Further revision of Pension/Family Pension Structure of pre-1.1.86 pensioners/family pensioners who retired/died while in service on/after 1.4.81 and before 1.1.86 and Pension/Family Pension rationalised under Memo. No. 38-SE (B) dated 6.3.96 — Implementation of the Government of decisioin on the recommendation of the Fourth Pay commission.

The undersigned is directed to state that in pursuance of the State Government's decision on the revision of pensionary benefits as published in this Department's Memo No. 123-SE (B) dated 29.6.99, sanction of the Governor of West Bengal is hereby accorded to the regulation/revision of pension/family pension with effect from 1.4.97 of all pre-1.1.96 pensioners/family pensioners who enjoyed pay under ROPA'90 in the manner indicated in the suceeding paragraphs. Such benefit is also extended to the pensioners/family pensioners who retired/died while in service between the period from 1.4.81 and 31.12.85 (both days inclusive) after enjoying pay scale of ROPA'81.

2.1 These order apply to all pensioners/family pensioners who were drawing pension/family pension on 1.1.86 on the basis of ROPA'81 pay scale and on 1.1.96 on the basis of ROPA'90 pay scale respectively under the West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981 read with Memo No. 157-Edn (B) dated 13.6.90.

2.2 These orders do not apply to a pensioner whose pension etc. is governed by separate rules/orders/memos.

3.1 In these orders, the following terms are used in the sense explained herein below :

(a) "Existing Pensioner" or "Existing Family Pensioner" means a pensioner who was drawing/entitled to pension/family pension, disability pension, extra-ordinary family pension on 31.12.95, interms of Memo. No. 157-Edn. (B) date 13.6.90, subject to the conditions that they enjoyed scale of pay fixed under ROPA Rules, '90 and for those who retired/died while in service prior to 1.1.86 but not before 1.4.81, and whose pension has been consolidated as per Memo No. 38-SE (B) dated 6.3.96. For the purpose of updating family pension it also covers members of family of employees who retired prior to 1.1.96 enjoying scale of pay under ROPA Rules, '90 and in whose cases family pension has not commenced as the pensiioner is/was alive on 31.12.95 and the benefit as such is also extended to the pre-1.1.86 family pensioners in whose cases family pension has not commenced as the pensioner is/was alive on 31.12.85.

(b) "Existing Pension" means the basic pension inclusive commuted portion, if any, sanctioned as per Memo No. 157-Edn. (B) dated 13.6.90 due on 31.12.95 or the consolidated pension as per Memo No. 38-SE (B) dated 6.3.96, as the case may be due on 31.12.95. It covers all classes of pension as mentioned in West Bengal Recognised Non-Govt. Educational Institution Employees (Death-cum-Retirement Benefit) Scheme, 1981.

(c) "Existing Family Pension" means the basic Family Pension/Extra ordinary Family Pension due on 31.12.95 under the West Bengal Recognised Non-Government Educational Institutioin Employees (Death-cum-Retirement Benefit) Scheme, 1981, in terms of Memo. No. 157-Edn. (B) dated 13.6.90, or the consolidated family pension as per Memo. No. 38-SE (B) dated 6.3.96.

(d) "Existing relief" means the relief on pension/family pension due to pensioners/family pensioners at the rates contained in Finace Department Memo. No. 1120-F (Pen.) dated 20.8.96 i.e. @ 148%, 111% and 96% of Basic Pension as admissible.

4.1 The pension/family pension of existing pre-1996 pensioners/family pensioners and pre-1.1.86 pensioners/family pensioners as mentioned at para 3.1 (a) above will be consolidated w.e.f. 1.4.97 by adding together :

(i) Existing Pension/Family Pension

(ii) Existing relief on Pension/Family Pension

(iii) First interim relief sanctioned under Memo. No. 142 (2)-SE (B) dated 7.10.96.

(iv) Second interim relief sanctioned under Memo. No. 95 SE (B) dated 11.06.98.

(v) An amount equivalent to 40% of the existing Pension/ Family Pension.

The amount so arrived at will be regarded as consolidated pension/family pension w.e.f. 1.4.97. The upper ceilling on pension and family pension laid down in this Department Memo. No. 157-Edn. (B) dated 13.6.90 has been increased from Rs. 2250.-and Rs. 600/- to 50% and 30% respectively of the highest pay as admissible to employees of the West Bengal Recognised Non-Government Aided Educational Institution (The highest pay is Rs. 13,500/-). Since the consolidated pension will be inclusive of commuted portion of pension, if any, the commuted portion will be deducted form the said amount while making monthly disbursements.

4.2 Since the consolidated pension/family pension arrived at as per paragraph 4.1 includes relief up to average index level 1510 (1960 = 100) relief will be admissible thereon only beyond index average 1510 (1960 = 100) in accordance with the revised scheme of relief for which orders are being issued separately. The three instalments of relief sanctioned earlier from 1.8.97, 1.12.97 and 1.4.98 in Finance Department's Memo No. 1030-F (Pen.) dated 30.9.97 Memo No. 1586-F (Pen.) dated 15.12.97 and Memo No. 470-F (Pen.) dated 20.4.98 respectively shall be adjusted against revised relief becoming due on the consolidated pension/family pension.

5. Where the consolidated pension/family pension in terms of paragraph 4.1 above works out to an amount less than Rs. 1300/- the same shall be stepped up to Rs. 1300/-. This will be regarded as pension/family pension w.e.f. 1.4.97.

6. The pensioners/family pension iners who are re-employed/employed are not getting relief on pension in terms of the existing rules/Memos. In their cases, the notional relief which would have been admissible to them but for their re-employment/employment will be taken into account for consolidation of their pension in terms of paragraph 4.1 above as if they were drawing the relief. Their pay on re-employment will be re-fixed with effect from 1.4.97 with reference to consolidated pension becoming admissible to them. Relief Beyond 1.4.97 will, however, not be admissible to them during the period of re-employment/employment.

7. All Treasury Officers/Pension Disbursing Officers disbursing pension to the retired teaching and non-teaching staff of the West Bengal Recognised Non-

Government Aided Educational Institutions or family pension to their beneficiary are hereby authorised to pay pension/family pension to the existing pensioners/family pensioners at the consolidated rates without any further authority from the Director of Pension, Provident Fund and Group Insurance, Government of West Bengal.

8. The Director of Pension will maintain the records and will update the Pension Payment Order Register accordingly. The fact of payment of revised/consolidated pension/family pension should be sent in Annexture-II to Director of Pension, Provident Fund and Group Insurance, West Bengal at Purta Bhavan (2nd floor), Salt Lake, Kolkata-700 091 by the concerned Treasury Officers/Pension Disbursing Officers disbursing pension as such at revised/consolidated rates, immediately after the payment is made. An Acknowledgement shall be obtained by all T.O.s/P.D.O.s from the D.P.P.G. in this respect.

9. The Director of Pension, Provident Fund and Group Insurance will maintain the records of updating the Pension Payment Order Register. A table indicating the existing pension/family pension and consolidated pension/family pension is enclosed at Annexure-I to this Memo for ready reference This table may be used where the pensioner is in receipt of a single pension only.

10. When a pensioner is in receipt of more than one pension, consolidation may be done separately in terms of Paragraph 4.1 and as indicated at Para 5 the overall ceiling of Rs. 1300/- may be applied to total pension from all sources taken together. A suitable entry regarding the revised/consolidated pension shall be made by the Treasury Officer/Pension Disbursing Officer in the bodh Treasury copy and Pensioner's copy of P.P.O.

11. The consolidated pension/family pension as worked out in accordance with the provisions of Para 4.1 above shall be treated as final "Basic Pension" with effect from 1.4.97 and shall qualify for grant of relief on pension sanctioned thereafter in respect of following categories of pensioners/family pensioners.

(i) Pensioners, who retired between the period from 1.1.86 and 31.12.95, and drew last pay on ROPA'90 scale of pay.

(ii) Family pensioners, who became eligible for family pension during the period from 1.1.86 to 31.12.95 and were sanctioned family pension @ 20%/@30% of the last pay drawn by the deceased employee under ROPA'90.

(iii) The pensioners who retired in between 1.4.81 and 31.12.85 (both days inclusive) and pension once consolidated as per Memo. No. 38-SE (B) dated 6.3.96.

(iv) Family pensioners who became eligible for family pension for death of employee in harness in between 1.4.81 and 31.12.85 or died afterwards being retired in between the said periods and family pension once consolidated as per Memo No. 38-SE (B) dated 6.3.96.

12. The arrears of pension in respect of the period from 1.4.97 to 30.6.99 on account of consolidation of pension/family pension shall be paid in six equal monthly instalments beginning monthly pension from July, 1999. The arrear payments should be completed by December, 1999. If any pensioner/family pensioner dies during this period, balance of arrear pension may be paid to his/her nominee (s) or in case if there is no nomination to his/her legal heir (s).

13. Where the pension is increased due to consolidation, such increased pension will not be considered for further commutation. There will be no increase in Death/Retiring Gratuity for such category of pensioners/family pensioners.

14. The Principal Accountant General (A & E), West Bengal, the Pay and Accounts Officer, Kolkata Pay and Accounts Office, the Director of Pension, Provident Fund and Group Insurance, West Bengal and Treasury Officer, Pension Disbursing Officer Kolkata at Purta Bhawan (2nd floor) Room No. 205, Salt Lake, Kolkata-700 091 are being informed.

15. This order issues with concurrence of Finance Department Vide their U.O. No. Group-J (Pen.) 300/99 dated 24.6.99.

Sd/- Nikhilesh Das

Secretary to the Government of West Bengal,

School Education Department.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No : 125-SE (B) Dated Kolkata, the 29th June, 1999.

MEMORANDUM

Sub. : Grant of relief on pension to the pensioners/family pensioners of Recognised Non-Government Educational Institutions mentioned in Annexure-I of the Memo No. 25-SE (B) Dated 12.2.99 with effect from 1.8.97, 1.12.97, 1.4.98 and 1.11.98.

The undersigned is directed to state that consequent upon revision of pensionary benefits of the Pensioners/Family Pensioners of Recognised Non-Government Educational Institutions (Sponsored/Aided) mentioned in Annexure-I of the Memo No. 25-SE (B) dated 12.2.99, in terms of Memo. No. 123-SE (B) dated 29.6.99 and Memo. No. 124-SE (B) dated 29.6.99, the Governor has been pleased to decide that relief to the aforesaid pensioners/family pensioners shall be paid according to the revised formula as follows :

	Date	Rate of relief per month
1.	From 1.4.97 to 31.7.97	Nil
2.	From 1.8.97 to 30.11.97	4% of Pension/Family Pension
3.	From 1.12.97 to 31.3.98	8% of Pension/Family Pension
4.	From 1.4.98 to 31.10.98	13% of Pension/Family Pension
5.	From 1.11.98 onwards	22% of Pension/Family Pension

For the purpose of this Memo :

(i) Pension/Family Pension in respect of employees of Recognised Non-Government Educational Institutions who retired or died prior to 1.1.96 means the consolidated pension or consolidated family pension, as the case may be, effective from 1.4.97 in terms of this Department Memo No. 124-SE-(B) dated 29.6.99.

(ii) In the case of aforesaid employee who retired or will retire

from service on or after 1.1.96 or where family pension is sanctioned for the first time on or after 1.1.96, pensioin/family pension means the basic pension/basic family pension, as the case may be, in terms of this Department Memo. No. 123-SE (B) dated 29.6.99.

(iii) Payment of relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

(iv) Other provisions governing grant of relief to pensioners not mentioned in this memo, such as regulation of relief during employment/re-employment, regulation of relief where more than one pension is drawn etc. will remain unchanged.

(v) A ready reckoner showing the relief payable from 1.8.97 to 30.11.97, from 1.12.97 to 31.3.98, from 1.4.98 to 31.10.98 and from 1.11.98 onwards in terms of this Memo is enclosed in Annexure-I and Annexure-II respectively.

(vi) Payments on account of relief on pension and two instalments of interim relief made to pensioners/family pensioners in terms of the respective orders will be adjusted against the relief payable to them under the revised pattern in terms of this order/Memo. w.e.f. 1.4.97. If the entire amount cannnot be adjusted from the arrears of relief of payable under this Memo, the balance amount will be adjusted against the future payment of relief in terms of this Memo.

(vii) The Treasury Officers, Pension Disbursing Officer, (PDO) will give effect to this order without the authority of the Director of Pension, Provident Fund and Group Insurance, West Bengal.

(viii) Henceforth, relief on pension/family pension as sanctioned by Finance Department, Govt. of West Bengal to the State Govt. Pensioner/Family Pensioner from time to time will also be admissible to the Pensioner/Family Pensioner of Non-Govt. Educational Institution whose pensionary benefits has been/will be sanctioned in terms of Memo No. 123-SE (B) dt. 29.6.99 or 124-SE (B) dt. 29.6.99.

(ix) This order issues with concurrence of Finance Department vide their U.O. No. Group J (Pen.) 300/99 dt. 24.6.99.

(x) The Principal Accountant General (A & E), West Bengal, the Pay and Accounts Officer, the Director of Pension, Provident Fund and Group Insurance, West Bengal, Pension Disbursing Officer and the Treasury Officers are being informed.

Sd/- Nikhilesh Das
Secretary to the Government of West Bengal,
School Education Department.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700091

No. : 227-SE (B)/1M-10/99 September 6, 1999.

MEMORANDUM

Sub. : Counting of additional amount towards calculation of death/retiring gratuity and raising the maximum ceiling of D.C.R.B. from Rs. 60,000/- to Rs. 1.15 lakhs.

The question of enhancement of maximum ceiling of death/retiring gratuity and counting of additional amount towards calculation of death/retiring gratuity for the employees of the West Bengal Recognised Non-Govt. Educational Institutions (Aided) who enjoyed pay under Memo No. 33-Edn (B) dated 7.3.90 and who retired on and from 30.11.95 afternoon but before 1.1.96 has been under consideration of the Government for sometime past.

2. After careful consideration of the matter, the Governor has been pleased to decide the ceiling on the maximum amount of death/retiring gratuity as envisaged in Memo No. 157-Edn (B) dt. 13.6.90 may be raised from Rs. 60,000/- (Rupees Sixty thousand) only to Rs. 1.15 lakhs (Rupees One Lakh Fifteen thousand) only.

3. For the purpose of calculation of death/retiring gratuity, an additional amount appropriate to corresponding basic pay as shown below shall be taken into account in addition to the existing amoluments as defined in rule Chapter II 5 (P) of the W.B. Recognised Non-Govt. Educational Institution Employees (D.C.R.B.) Schem'81.

Pay range	Additional amount to be taken into account for calculation of death/ retiring gratuity in addition to emoluments.
(i) Basic pay up to Rs. 3500/- p.m.	(i) 97% of basic pay.
(ii) Basic pay above Rs. 3500/- and up to Rs. 4000/- p.m.	(ii) 73% of a bsic pay subject to a minimum of Rs. 3395/-

4. The term "basic pay" as in paragraph 3 above shall mean basic pay as defined in rule Chapter II 5 (h) of the aforesaid D.C.R.B. Scheme. '81.

5. The benefit sanctioned herein shall take effect from 1st December, 1995 i.e. for those who were in service on 30th November, 1995 and retired/died before 1.1.96.

6. The provisions in the West Bengal Recognised Non-Govt. Educational Institution Employees (D.C.R.B.) Scheme, 1981 read with Memo No. 157-Edn. (B) dated 13.6.90 shall be deemed to have been amended to the extent of this order. Formal amendment to the scheme/Rules will be made in due course.

7. This order issues with the concurrence of Finance Deptt. vide their U.O. No. F (Pen) 547 dated 19.8.99.

Sd/- D. Basu
Joint Secretary to the
Govt. West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No : 152-SE (Budget)
B-1M-80/99.
Dated Kolkata, the 12th April, 2000.

MEMORANDUM

Sub. : Revision of Pension/Relief of the employees Governed by the West Bengal Recognized Non-Govt. Educational Employees" (Death-cum-Retirement Benefit) Scheme, 1981, who retired/died while in service prior to 1.4.81.

The undersigned is directed to state that in terms of tthis Department Memo No. 64-SE (B) dt. 9.4.99 and in compliance to the Solemn order of the Hon'ble High Court, Kolkata dt. 27.2.97 in Matter no. 1789 of 1994, the Governor has been pleased to extend the benefit of consolidation of existing pension including family pension to all wholetime approved teaching and non-teaching employees of Non-Govt. State aided Educational Institution under (DCRB) Scheme'81 whose pension/family pensions were revised/sanctioned in terms of G.O. No. 163-Edn. (B) dt. 15.6.90 read with No. 341-Edn. (B) dt. 26.11.93 and who retired or died while in service prior to 1.4.81.

2. The undersigned is also directed to say that the Governor has been pleased to sanction, on consolidated pension so arrived at, relief at the same rate as applicable to the pensioners who were State Govt. Employees, which will be admissible (as per ready reckoner enclosed) with effect from 1.4.96 and from time to time at the rate as prescribed in the respective Government order.

This order issues with the concurrence of the Finance Deptt. (Pension Branch) vide their U.O. No. F (Pen)-134 dt. 29.2.2000.

The Accountant General, West Bengal being informed accordingly.

Sd/- Illegible.
Joint Secretary

No. : 152/1 (30)-SE (B) Dated, Kolkata, the 12th April, 2000.

Copy forwarded for information and necessary action to the :

1. Accountant General (A & E) West Bengal;
2. Accountant General Audit-I, West Bengal;
3. Accountant General Audit-II, West Bengal;
4. Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata-700 012;
5. Pension Cell of the Finance (Audit) Department;
6. Director of Pension, Provident And Group Insurance;
7. The Treasury Officer, ...
8. Director of Accounts, School Education Department;
9. Pension Disbursing Officer, Purta Bhavan.

Sd/-Illegible
Joint Secretary

No. : 152/2 (75)-SE (B) Dated, Kolkata, the 12th April, 2000.

Copy forwarded for information and necessary action to the :

1. Director of Public Instruction, West Bengal;
2. Director of School Education, West Bengal;
3. Director of Technical Education, West Bengal;
4. Director of Mass Education.West Bengal;
5. Director of Library Services, West Bengal.;
6. District Inspector of Schools (PE/SE) ....
7. President, West Bengal Board of Primary Education;
8. Chairman, Dist. Pry. School Councils.....................................
9. Chairman, Sub-Divisional Pry. School Council, Siliguri;
10. Secretary, Darjeeling Gorkha Hill Council;
11. Deputy Director of School Education (Secy);
12. Deputy Director of School Education (R/P);
13. Additional Director of School Education (B);
114. Private Secretary to M.I.C. (PS &M).

Sd/- Illegible
Joint Secretary.

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF PENSION, PROVIDENT FUND & GROUP INSURANCE
FINANCE DEPARTMENT
PURTA BHAVAN (2ND FLOOR),
SALT LAKE, KOLKATA-700 091

No. :371/DPPG Dated, the 30th May, 2000.

From : Director,
Pensioin, Provident Fund & Group Insurance
Govt. of West Bengal, Finance Department.

To : The District Inspector of Schools(Sec. Edn.)
Hooghly Secondary
P.O. Pipulpati
Dist. Hooghly

Sub. : Further Revision of Pay under Revised Pay Scales of 1998 of H.M. of Higher Secondary Schools/High Madrasah with H.S. Course, A.H.M., H.M. of Jr. High School/Jr. High Madrasah, Head Teacher (Trained/Untrained) of Prmary Schools.

Re. : Memo no. 185-SE (B)/1M-119/99 dt. 4.5.2000 of School Education Department, Budget Branch, Govt. of West Bengal.

Sir,

With reference to the subejct mentioned above, I am to request you to send the pension cases of the concerned retired/deceased teachers with the Notional/actual pay record in the respective pay record in the respective Service Book, Notional Pay Certificate or Last pay Certificate as the case may be and options, I.P.F.S., further option etc. as necessary in view of implementation of further pay revisioin under Memo. No. 185- SE (B) dt. 4.5.2000.

This may avoid delay in finalisation of pension cases at this end.

Yours faithfully
Sd/- Illegible
Director, Pension, Provident Fund &
Group Insurance Govt. of W.B.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91.

No : 388-SE (B) / 1M-109/2000. Dated Calcutta, the 24th October, 2000.

MEMORANDUM

Sub. : Revision of Pension/Family Pension of pre 1.1.96 pensioners/family pensioners who enjoyed pay under Revision of Pay and Allowances Rules, 1981 and whose pay has been revised under Memo. No. 102-SE (B) dt. 15.6.98..

The matter relating to the revision of Pension/Family Pension in the shape of consolidation consequent upon issuance of Govt. Order No. 123-SE (B) dated 29.6.2000, and Govt. Order No. 124-SE (B) dated 29.6.2000in respect of pensioners of Non-Govt./sponsored/aided Educational Institutions who retired/died on or after 1.1.86 enjoying scale of pay of ROPA 1981 and rendered services beyond 60 years or upto 65 years of age and whose pension has been revised in terms of School Education Department G.O. No. 102-SE (B) dated 15.6.98, was under consideration for some time past.

2.a. After careful consideration, the Governor is hereby pleased to extend the benefits in the shape of further consolidation of pensiion/family pension in respect of pensioners of Non-Govt./Sponsored/aided Educational Institutiions who retired/died while in service/will retire on or after 1.1.86, enjoying pay scale under ROPA 1981 and after rendering service beyond 60 years or upto 65 years of age and whose pension/family pension has been yet to be revised in terms of School Education Department G.O. No. 102-SE (B) dated 15.6.98 in the following manner :

The amount of revised consolidated pension/family pension shall be arrived at by adding together the amounts stated at I to IV below :

(i) The existing Basic Pension (inclusive of commuted portion of pension, if any)/family pension, as revised in terms of School Education Department G.O. No. 102-SE(B) dated 15.6.98.

(ii) Relief @ 148% of basic pension/family pension.

(iii) 1st Interim relief sanctioned under Memo. No. 142-SE (B) dated 7.10.97 (Rs. 50/-)

(iv) 2nd Interim relief sanctioned under Memo. No. 95-SE (B) dated 11.6.98 (10% of pension subject to a minimum of Rs. 50/-).

The amount so arrived at has to be rounded off to nearest rupees and shall be regarded as consolidated pension/family pension.

2.b. Where the consolidated pension/family pension so arrived at will be less than Rs. 1300/- the same shall be stepped up to Rs. 1300/-.

Since the consolidated pension is inclusive of commuted portion of pensiion, if any, the commuted portion will be deducted from consolidated pension.

3. Pension increased due to consolidation will be considered for further commutation. There will be no increase in Death/Retiring Gratuity for such increase of pension/family pension.

The consolidated pension/family pension as worked out in accordance with para 2.a shall be treated as final basic pension with effect from 1.1.2000.

4. Relief on Pension/family pension as admissible to the State Government pensioner/family pensioner from time to time will also be admissible to the above category of pensioner/family pensioner on their consolidated pension so arrived at with effect from 1.1.2000.

5. All Treasury Officers/Pension Disbursing Officers disbursing pension to this category of pensioners are hereby authorised to pay pension/family pension at the consolidated rates without any further authority from the Director of Pension, Provident Fund and Group Insurance, Government of West Bengal.

6. The Director of Pension, Provident Fund and Group Insurance will maintain the records and will update the Pension Payment Order Register accordingly. The fact of payment of consolidated pension/family pension should be sent in the Annexure-II to Director of Pension, Provident Fund and Group Insurance, West Bengal by the concerned Treasury Officers/Pension Disbursing Officers.

7. The ready reckoner showing the consolidated pension/family pension with effect from 1.1.2000 calculated in accordance with the procedure mentioned above and relief admissible on consolidated pension with effect from 1.1.2000 and 1.4.2000 is enclosed at Annexure-I.

8. The Principal Accountant General (A&E), West Bengal and all other concerned are being informed accordingly.

9. This order issues with the concurrence of Finance Dept. vide their U.O. No. F (Pen) 227 dated 5.7.2000.

Sd/- Illegible
Joint Secretary.

ANNEXURE - II
[Paragraph 6]

Form of intimation by the Pension Disbursing Authority to the P.P.O. issuing authority regarding Consolidation of Pension in terms of School Education Department.

Memo. No. 388-SE(Budget) Dated 24.10.2000.

1. Name of Pensioner/ Family Pensioner :
2. Pension Payment Order No. :
3. Computation of Consolidated Pension and/or Family Pension :

	Pension	Family Pension (Normal)	Family Pension* (Enhanced)
(i) Existing Pension (inclusive of commuted portion)/ Family Pension			
(ii) Relief on Pension			
(iii) 1st Interim Relief			
(iv) 2nd Interim Relief			
(v) Consolidated Pension/ Family Pension (i + ii + iii + iv)			

4. Additional remarks, if any

Signature of Pension Disbursing Authority.

To
The Director of Pension,
Provident Fund & Group Insurance,
West Bengal,
Purta Bhavan, Salt Lake, Kolkata-700 091.

* If not applicable, draw a line across.

8. The Principal Accountant General (A&E), West Bengal and all other concerned are being informed accordingly.

9. This order issues with the concurrence of Finance Dept. vide their U.O. No. F (Pen) 227 dated 5.7.2000.

Sd/- Illegible

Joint Secretary.

ANNEXURE - II
[Paragraph 6]

Form of intimation by the Pension Disbursing Authority to the P.P.O. issuing authority regarding Consolidation of Pension in terms of School Education Department.

Memo. No. 388-SE(Budget) Dated 24.10.2000.

1. Name of Pensioner/ Family Pensioner :
2. Pension Payment Order No. :
3. Computation of Consolidated Pension and/or Family Pension :

	Pension	Family Pension (Normal)	Family Pension* (Enhanced)
(i) Existing Pension (inclusive of commuted portion)/ Family Pension			
(ii) Relief on Pension			
(iii) 1st Interim Relief			
(iv) 2nd Interim Relief			
(v) Consolidated Pension/ Family Pension (i + ii + iii + iv)			

4. Additional remarks, if any

Signature of Pension Disbursing Authority.

To
The Director of Pension,
Provident Fund & Group Insurance,
West Bengal,
Purta Bhavan, Salt Lake, Kolkata-700 091.

* If not applicable, draw a line across.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91.

No : 414-SE (B) / 1M-109/2000. Dated Calcutta, the 10th November, 2000.

MEMORANDUM

Sub. : Amendment to Government Order No. 388-SE(B)/1M-109/2000 dated 24.10.2000.

The undersigned is directed by order of the Governor to say that the Governor has been pleased to make the following amendments in this Department Govt. Order No. 388-SE(B) dated, 24.10.2000 :

The portion of G.O. No. 388-SE (B) dated 24.10.2000 (now being amended)	As amended hereby :
1. Subject : Revision of pension/family pension of pre 01.01.96. Pensioners/ family pensioners who enjoyed pay under Revision of Pay and Allowance Rules, 1981 and whose pay has been revised under Memo. No. 102-SE (B) dt. 15.6.98.	1. Subject : Revision of pension/family pension of pre 01.01.96. Pensioners/ family pensioners who enjoyed pay under Revision of Pay and Allowance Rules, 1981 and whose Pension has been revised under Memo. No. 102-SE (B) dt. 15.6.98.
2. In the seventh line of Para No. 2 (a) of the G.O. : "has been yet to be revised in terms of School Education Department G.O."	2. Seventh line of Para No. 2 (a) of the G.O. will be read as : "has been/yet to be revised in terms of School Education Department G.O."
3. Inthe first line of Para No. 3 of the G.O. : "Pension increased due to consolidation will be considered for further commutation."	3. First line of Para No. 3 of the G.O. will be read as : "Pension increased due to consolidation will not be considered for further commutation."
4. In the second line of Para no. 9 of the G.O. : "vide their U.O. No. F (Pen) 227 dated 05.07.2000"	4. Second line of Para No. 9 of the G.O. will be read as : "vide their U.O. No. F (Pen) 227 dated 05.07.2000 and U. O. No. F (Pen) 654 dated 19.10.200o."

Sd/- D. Basu.
Joint Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No : 447-SE (B) Dated Kolkata, the 17th July, 2002.
1M-109/2000.

Sub. : Revision of Pension including Family Pension of Pensioners who retired or will retire on or after 1.1.96 enjoying pay under ROPA Rules, 1981, and whose pay has been revised or yet to be revised under Memo No. 102-SE (B) dated 15.6.98.

MEMORANDUM

Under this Deptt's G.O. No. 388-SE (B) dated 24.10.2000, read with G.O. No. 414-SE (B) dated 10.11..2000 Pension/Family Pension of Pensioners/Family Pensioners who retired/died while in service between the period from 1.1.86 to 31.12.95 (both days inclusive) enjoying pay under ROPA Rules, 1981 and whose pay has been revised under G.O. No. 102-SE (B) dated 15.6.98 were allowed revision of pension in the shape of consolidation.

2. The issue of extending the benefit of consolidation to the similar categories of pensioners (including family pensioners) who retired/died while in service or will retire on or after 1.1.96 was under consideration of theGovernment for sometime past.

3. After careful consideration, the Governor is hereby pleased to extend the benefit in the shape of consolidation of pension/family pension in respect of pensioners of Non-Govt./Sponsored and Aided Educational Institutions (excluding D.A. getting schools) who retired/died while in service./will retire or die while in service on or after 1.1.96 enjoying pay scale under ROPA'81 and after rendering service beyond '60' years or upto 65 years of age and whose pension/family pension has been/yet to be revised in terms of School Educaiton Department G.O. No. 102-SE (B) dated 15.6.98 in the manner as prescribed in G.O. No. 388-SE (B) dated 24.10.2000 read with No. 414-SE (B) dated 10.11.2000

4. All other terms and conditions including the date of effect, admissibility of relief, mode of payment, maintenance of records etc. as contained in paras 4 to 7 of G.O. No. 388-SE (B) dated 24.10.2000 will apply mutatis mutandis in case of the present group of pensioners/family pensioners who retired/died or will

retire or will die while in service on or after 1.1.96. Relief on Pension/Family Pension as shown in Annexure I to G.O. No. 388-SE (B) dated 24.10.2000 is indicative only. Relief is admissible to the State Government Pensioner/Family Pensioner from time to time will also be admissible to the similar category of pensioner/family pensioner stated above (who retired onor after 1.1.86) on their consolidated pension.

5. The Principal Accountant General (A & E), West Bengal and all other concerned are being informed accordingly.

6. This order issues with the concurrence ofthe Finance Department vide their U.O. No. F (Pen)-469 dated 4.7.2002.

Sd/- D.Basu,
Special Secretary.

No. : 447/1(75)-SE (B) Dated, Kolkata, the 17th July, 2002.

Copy forwarded for information and necessary action to the :

1. Principal Accountant General (A & E) West Bengal, Tresury Buildings, Kolkata-700 001;
2. Accountant General (Audit-I) West Bengal, 4, Brabourne Road, Kolkata-700 001;
3. Accountant General (Audit-II) West Bengal, 18, Rabindra Sarani, Kolkata-700 001;
4. Director of Treasuries & Accounts, Stephen House, 4th floor, Kolkata-700 001;
5. Director of Pension, Provident Fund & Group Insurance, West Bengal, Purta Bhavan, 2nd floor, Salt Lake, Kolkata-700 091;
6. Finance Department, Pension Branch, Hemanta Bhavan, Kolkata-700 001;
7. Director of Accounts, School Education Department, Bikash Bhawan, 6th Floor, Salt Lake, Kolkata-700 091;
8. Director of School Education, West Bengal; Bikash Bhawan, 7th floor, Salt Lake, Kolkata-700 091;
9. Pay & Accounts Officer, Kol. Pay & Accounts Office-I, 01/2/2, Phears Lane, Kolkata-700 012;
10. Pay & Accounts Officer, Kol. Pay & Accounts Office-II, Jahar Buildings, Kolkata-700 012;

11. Pension Disbursing Officer, Finance Department,
Purta Bhavan, Salt Lake, Kolkata-700 091.

12. Deputy Director of Accounts, School Education (Audit & Accounts),
Bikash Bhawan, 7th floor, Salt Lake, Kolkata-700 091;

13. District Inspector of Schools (PE/SE) ....
....

14. Treasury Officer, ...
....

Sd/- Illegible.
Special Secretary.

Memo.No. : 1825(21)-GA Dated, Kolkata, the 29th July, 2002.

Copy forwarded to the District Inspector of Schools (SE)......................

P.O. .... Dist. ....for information and necessary action.

Sd/- Illegible.
for D.S.E., W.B.

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No : 7679 F Dated Kolkata, the 29th July, 2002

MEMORANDUM

In continuation of this Department Memo. No. 6536-F dated 25.6.2002, the undersigned is directed to say that the Governor has been pleased to decide that the following retiring benefits may be released to the superannuated teachers and non-teaching employees of Non-Govt. aided educational institutiions (Prmary, Secondary, Junior High Schools, Madrashs) :

(i) Provisional Pension sanctioned by the Competent Authority;
(ii) Gratuity of those pensioners who have not opted for pension and
(iii) Withdrawal from Provident Fund Deposit Account of employees of Non-Govt. Educaitonal Institutions/ Local authorities.

Allconcerned are bing informed.

Sd/- S. K. Pal,
Joint Secretary.to the Govt. of W.B.
Finance Department.

No. : 7679/1(150)-F Dated, Kolkata, the 29th July, 2002.

Copy forwarded for information and necessary action to the :

1. Principal Accountant General (A & E) West Bengal, Tresury Buildings, Kolkata-700 001;
2. Accountant General (Audit) West Bengal, 4, Brabourne Road, Kolkata-700 001;
3. Accountant General (Local Bodies Audit) West Bengal, 18, Rabindra Sarani, Kolkata-700 001;
4. Principal Secretary, School Education Department, West Bengal; Bikash Bhawan, 7th floor, Salt Lake, Kolkata-700 091;

5. Director of Treasuries & Accounts, W.B.
Stephen House, 4th floor, 4 BBD Bag (East) Kolkata-700 001;
6. Director of Pension, Provident Fund & Group Insurance,
West Bengal, Purta Bhavan, 2nd floor, Salt Lake, Kolkata-700 091;
7. Director of School Education, West Bengal,
Bikash Bhawan, Salt Lake, Kolkata-700 091;
8. The District Magistrate, ...
....
....
9. Pay & Accounts Officer, Kol. Pay & Accounts Office-I,
81/2/2, Phears Lane, Kolkata-700 012;
10. Pay & Accounts Officer, Kol. Pay & Accounts Office-II,
P-1, Hyde Lane, Kolkata-700 073;
11. Treasury Officer, ...
....
....

Sd/- Illegible.
Joint Secretary.to the Govt. of W.B.
Finance Department.

Memo.No. : 2014(21)-GA Dated, Kolkata, the 20th August, 2002.

Copy forwarded to the District Inspector of Schools (SE)......................

P.O. .... Dist. ....for information and necessary action.

Sd/- Illegible.
for D.S.E. /W.B.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

No : 670-SE (B) Dated Kolkata, the 28th October, 2002.
1M-133/2000.

MEMORANDUM

Sub. : Revision of Pension/Family Pension with effect from 1.4.97 of pre 1.4.81 pensioners/family pensioners whose Pension/Family Pension had been revised/sanctioned in terms of G.O. No. 163-Edn. (B) dt. 15.6.90 read with no. 341-Edn. (B) dt. 26.11.93 and was further consolidated in terms of G.O. No. 64-SE (B) dt. 9.4.99 — Implementation of the Government decision on the recommendation of the Fourth Pay Commission.

The undersigned is directed to state that in pursuance of the State Government's decision on the revision of pensionary benefits as published in this Department's Memo No. 123-SE (B) dated 29.6.99, Pension/Family pension was revised w.e.f. 1.4.97 vide Memo. No. 124-SE (B) dt. 29.6.99 in respect of (a) pre 1.1.86 pensioners/family pensioners who retired/died while in service on/after 1.4.81 and before 1.1.86 and whose pension/family pension was rationalised under Memo. No. 38-SE (B) dtd. 6.3.96 and (B) pre 1.1.96 pensioners/family pensioners who enjoyed pay under ROPA Rules, 1990.

The issue of extending the benefit of revision of pension/family pension in respect of pre 1.4.81 pensioners/family pensioners whose pension/family pension had been revised/sanctioned in terms of G.O. no. 163-Edn. (B) dt. 15.6.90 read with No. 341-Edn. (B) dt. 26.11.93 and subsequently consolodated in terms of G.O. No. 64-SE (B) dt. 9.4.99 was under consideration of the Government for sometime past.

2. The undersigned is directed to say that after careful consideration of the issue the Governor has been pleased to extend the benefit of consolidation of existing pension/family pension to all wholetime approved teaching and non-teaching employees of Institutions as shown in Statement of the West Bengal Recognised Non-Govt. Educational Institutions Employees' (DCRB) Scheme, 1981 who retired/died while in service prior to 1.4.81 and whose pension/family pension had been revised/sanctioned in terms of Govt. Order

No. 161-Edn. (B) dt. 15.6.90 readwith 341-Edn. (B) dt. 26.11.93 and was subsequently consolidated in terms of G.O. NO. 64-SE (B) dt. 9.4.99 in the manner mentioned hereinunder.

(a) "Existing Pensioner" or "Existing Family Pensioner" means one whose pension/family pension, has been/will be consolidated as per G.O. No. 64-SE (B) dt. 9.4.99.

(b) "Existing Pension"/"Family Pension" means the consolidated pension/family pension as per Memo. No. 64-SE (B) dt. 9.4.99.

(c) "Existing relief" means the relief on pension/family pension due to pensioners/family pensioners at the rateof 148% of basic pension.

(d) "The pension/family pension of existing pensioners/family pensioners as mentioned (a) above will be consolidated with effect from 1.4.97 by adding together —

(i) Existing Pension/Family pension.

(ii) Existing Relief on Pension/Family Pension.

(iii) First interrim relief sanctioned under Memo. No. 142 (2) -SE (B) dt. 7.10.96.

(iv) Second interim relief sanctioned under Memo. No. 95-SE (B) dt. 11.6.98.

(v) An amount equivalent to 40% of the existing pension/family pension.

The amount so arrived at will be regarded as consolidated pension/family pension with effect from 1.4.97. Where the consolidated pension/family pension works out to an amount less than Rs. 1300/-the same shall be stepped upto Rs. 1300/-. A table showing the exiting pension/family pension and the corresponding consolidated pension/family pension is enclosed at Annexure-I to this Memo. for ready reference. This table may be used where the pensioner is in receipt of a single pension only.

(e) When a pensioner is in receipt of more than one pension, consolidation may be done separately in terms of (d) above, but the overall ceiling of Rs. 1300/-may be applied to total pension from all sources taken together. A suitable entry regarding the revised/consolidated pension shall be made by the Treasury Officer/Pension Disbursing Officer in both the Treasury copy and Pensioner's copy of P.P.O.

3. All Treasury Officers/Pension Disbursing Officers disbursing pension to the retired teaching and non-teaching staff of the West Bengal Recognised Non-Govt. Aided Educational Institutions or family pension to their beneficiary are hereby authorised to pay pension/family pension to the existing pensioners/family pensioners at the consolidated rates without any further authority from the Accountant General (A & E), West Bengal. An application as prescribed in Annexure-II may be obtained from the Pensioner/Family Pensiner by the Treasury Officer/Pension Disbursing Officer for records.

4. The Accountant General (A & E), West Bengal may maintain the records and update the Pension Payment Order Register accordingly. The fact of payment of revised/consolidated pension/family pension should be sent in Annexure-III to the Principal Accountant General (A & E), West Bengal at Treasury Buildings, Kolkata-700 001 by the concerned Treasury Officer/Pension Disbursing Officer disbursing pension as such at revised/consolidated rates, immediately after the payment is made. An acknowledgement shall be obtained by all Treasury Officers/Pension Disbursing Officers from the Principal Accountant General (A & E), West Bengal in this respect.

5. Since the consolidated pension/family pension arrived at as per para 2 (d) above includes relief upto average index level 1510 (1960 = 100) relief will be admissible thereon only beyond index average 1510 (1960 = 100) in accordance with the revised scheme of relief sanctions from time to time at the rate prescribed in the respective Govt. Orders meant for non-Govt. aided institutiions' pensioners/family pensioners and no authority for such payment need be issued in this respect from the Accountant General (A & E), West Bengal. A ready reckoner showing the relief payable from 1.8.97 to 30.11.97, from 1.12.97 to 31.3.98, from 1.4.98 to 31.10.98, from 1.11.98 to 31.7.99, from 1.8.99 to 31.3.2000, from 1.4.2000 to 30.9.2000, from 1.10. 2000 to 30.6.2001 and from 1.7.2001 and onwards is enclosed in Annexure-I for ready reference. The instalments of relief sanctioned earlier from 1.8.97 and onwards in terms of Memo No. 152-SE (B) dt. 12.4.2000 and two instalments of interim relief interms of Memo No. 142-SE (B) dt. 7.10.96 and No. 95-SE (B) dt. 11.6.98 will be adjusted with effect from 1.4.97 against the relief payable under the revised pattern in terms of this Order. If the entire amount cannot be adjusted from the arrears of relief payable under the revised pattern, the balance amount will be adjusted against the future payment of relief in terms of this Memo. The Treasury Officers/Pension Disbursing Officers will give effect to this order without further authority from the Accountant General, West Bengal.

6. Henceforth, relief on pension/family pension as sanctioned by Finance Department, Government of West Bengal to the State Governent

Pensioner/Family Pensioner from time to time will also be admissible to the Pensioner/Family Pensioner of Non-Govt. Educational Institutions whose pensionery bebefits has been/will be sanctioned interms of ths Order.

7. The pensioners/family pensioners who are re-employed/employed are not getting relief on pension in terms of the existing rules/memos. In their cases, the notional relief which would have been admissible to them but for their re-employment/employment will be taken into account for consolidation of their pension in terms of paragraph 2 above as if they were drawing the relief. Their pay on re-employment will be refixed with effect from 1.4.97 with reference to consolidated pension becoming admissible to them. Relief beyond 1.4.97 will, however, not be admissible to them during the period of re-employemnt/employment.

8. Where the pension is increased due to consolidation, such increased pension will not be considered for further commutation. There will be no increased in Death/Retiring Gratuity for such category of pensioners/family pensioners.

9. The Principal Accountant General (A & E), West Bengal, the Pay & Accounts Officer, Kolkata Pay & Accounts Office, the Pension Disbursing Officer, Kolkata at Purta Bhavan 2nd floor, Room No. 205, Salt Lake, Kolkata-700 091 and all the Treasury Officers are being informed.

10. This order issues with concurrence of Finance Deptt., Group 'B' (Pen) vide their U.O. 775 dated 10.10.2002.

Enclosures : Annexures-I, II and
III as above.

Sd/- Illegible.
Special Secretary.to the Govt. of W.B.

Annexures-I, II and III are being enclosed to Next Page.

ANNEXURE - I to Memo No. 670 dated 28.10.2000 of S.E. Department

Table showing existing Pension/Family Pension etc. and Consolidated Pension/Family Pension etc. as on 1.4.97 and Ready Reconer showing the relief admissible on Pension/Family Pension.

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
417	1300	52	104	169	286	416	481	494	533
417	1301	53	105	170	287	417	482	495	534
419	1307	53	105	170	288	419	484	497	536
421	1312	53	105	171	289	420	486	499	538
424	1321	53	106	172	291	423	489	502	542
426	1327	54	107	173	292	425	491	505	545
428	1333	54	107	174	294	427	494	507	547
430	1338	54	108	174	295	429	496	509	549
433	1347	54	108	176	297	432	499	512	553
435	1353	55	109	176	298	433	501	515	555
437	1359	55	109	177	299	435	503	517	558
439	1364	55	110	178	301	437	505	519	560
442	1373	55	110	179	303	440	509	522	563
444	1379	56	111	180	304	442	511	525	566
446	1384	56	111	180	305	443	513	526	568
449	1393	56	112	182	307	446	516	530	572
451	1399	56	112	182	308	448	518	532	574
453	1405	57	113	183	310	450	520	534	577
455	1410	57	113	184	311	452	522	536	579
458	1419	57	114	185	313	455	526	540	582
460	1425	57	114	186	314	456	528	542	585
462	1431	58	115	187	315	458	530	544	587
465	1439	58	116	188	317	461	533	547	590
467	1445	58	116	188	318	463	535	550	593
469	1451	59	117	189	320	465	537	552	595

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
471	1456	59	117	190	321	466	539	554	597
474	1465	59	448	191	323	469	543	557	601
476	1471	59	118	192	324	471	545	559	604
478	1477	60	119	193	325	473	547	562	606
480	1482	60	119	193	327	475	549	564	608
483	1491	60	120	194	329	478	552	567	612
485	1497	60	120	195	330	480	554	569	614
487	1503	61	121	196	331	481	557	572	617
490	1511	61	121	197	333	484	560	575	620
492	1517	61	122	198	334	486	562	577	622
494	1523	61	122	198	336	488	564	579	625
496	1528	62	123	199	337	489	566	581	627
499	1537	62	123	200	339	492	569	585	631
501	1543	62	124	201	340	494	571	587	633
503	1549	62	124	202	341	496	574	589	636
505	1555	63	125	203	343	498	576	591	638
508	1564	63	126	204	345	501	579	595	642
510	1570	63	126	205	346	503	581	597	644
512	1576	64	127	205	347	505	584	599	647
515	1585	64	127	207	349	508	587	603	650
517	1591	64	128	207	351	510	589	605	653
519	1597	64	128	208	352	512	591	607	655
521	1603	65	129	209	353	513	594	610	658
524	1612	65	129	210	355	516	597	613	661
526	1617	65	130	211	356	518	599	615	663
528	1623	65	130	211	358	520	601	617	666
530	1629	66	131	212	359	522	603	620	668
533	1638	66	132	213	361	525	607	623	672
535	1644	66	132	214	362	527	609	625	675
537	1650	66	132	215	363	528	611	627	677
540	1659	67	133	216	365	531	614	631	681
542	1665	67	134	217	367	533	617	633	683

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
544	1671	67	134	218	368	535	619	635	686
546	1677	68	135	219	369	537	621	638	688
549	1686	68	135	220	371	540	624	641	692
551	1692	68	136	220	373	542	627	643	694
553	1698	68	136	221	374	544	629	646	697
556	1707	69	137	222	376	547	632	649	700
558	1713	69	138	223	377	549	634	651	703
560	1719	69	138	224	379	551	637	654	705
562	1725	69	138	225	380	552	639	656	708
565	1734	70	139	226	382	555	642	659	711
567	1740	70	140	227	383	557	644	662	714
569	1746	70	140	227	385	559	647	664	716
571	1752	71	141	228	386	561	649	666	719
574	1761	71	141	229	388	564	652	670	723
577	1769	71	142	230	390	567	655	673	726
579	1775	71	142	231	391	568	657	675	728
582	1784	72	143	232	393	571	661	678	732
585	1793	72	144	234	395	574	664	682	736
587	1799	72	144	234	396	576	666	684	738
589	1805	73	145	235	398	578	668	686	741
593	1817	73	146	237	400	582	673	691	745
595	1823	73	146	237	402	584	675	693	748
597	1829	74	147	238	403	586	677	696	750
600	1838	74	148	239	405	589	681	699	754
603	1847	74	148	241	407	592	684	702	758
605	1853	75	149	241	408	593	686	705	760
608	1862	75	149	243	410	596	689	708	764
611	1871	75	150	244	412	599	693	711	768
613	1877	76	151	245	413	601	695	714	770
616	1886	76	151	246	415	604	698	717	774
618	1892	76	152	246	417	606	701	719	776
621	1901	77	153	248	419	609	704	723	780

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
624	1910	77	153	249	421	612	707	726	784
626	1915	77	154	249	422	613	709	728	786
628	1921	77	154	250	423	615	711	730	788
632	1933	78	155	252	426	619	716	735	796
634	1939	78	156	253	427	621	718	737	795
636	1945	78	156	253	428	623	720	740	798
640	1957	79	157	255	431	627	725	744	803
642	1963	79	158	256	432	629	727	746	805
644	1969	79	158	256	434	631	729	749	808
647	1978	80	159	258	436	633	732	752	811
650	1987	80	159	259	438	636	736	756	815
653	1996	80	160	260	440	639	739	759	819
655	2002	81	161	261	441	641	741	761	821
658	2011	81	161	262	443	644	745	765	825
661	2020	81	162	263	445	647	748	768	829
663	2026	82	163	264	446	649	750	770	831
665	2032	82	163	265	448	651	752	773	834
669	2044	82	164	266	450	655	757	777	839
671	2050	82	164	267	451	656	759	779	841
673	2056	83	165	268	453	658	761	782	843
676	2064	83	166	269	455	661	764	785	847
679	2073	83	166	270	457	664	768	788	850
681	2079	84	167	271	458	666	771	791	853
684	2088	84	168	272	460	669	773	794	857
687	2097	84	168	273	462	672	776	797	860
689	2103	85	169	274	463	673	779	800	863
692	2112	85	169	275	465	6767	782	803	866
694	2118	85	170	276	466	678	784	805	869
697	2127	86	171	277	468	681	787	809	873
700	2136	86	171	278	470	684	791	812	876
702	2142	86	172	279	472	686	793	814	879
704	2148	86	172	280	473	688	795	817	881

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
708	2160	87	173	281	476	692	800	821	886
710	2166	87	174	282	47	694	802	824	889
712	2172	87	174	283	478	696	804	826	891
716	2184	88	175	284	481	699	809	830	896
718	2190	88	176	285	482	701	811	833	898
720	2196	88	176	286	484	703	813	835	901
723	2205	89	177	287	486	706	816	838	905
726	2213	89	178	288	487	709	819	841	908
728	2219	89	178	289	489	711	822	844	910
731	2228	90	179	290	491	713	825	847	914
733	2234	90	179	291	492	715	827	849	916
736	2243	90	180	292	494	718	830	853	920
739	2252	91	181	293	496	721	834	856	924
741	2258	91	181	294	497	723	836	859	926
745	2270	91	182	296	500	727	840	863	931
747	2276	92	183	296	501	729	843	865	934
749	2282	92	183	297	503	731	845	868	936
751	2288	92	184	298	504	733	847	870	939
755	2300	92	184	299	506	736	851	874	943
757	2306	93	185	300	508	738	854	877	946
759	2312	93	185	301	509	740	856	879	948
763	2324	93	186	303	512	744	860	884	953
765	2330	94	187	303	513	746	863	886	956
768	2339	94	188	305	515	749	866	889	959
770	2345	94	188	305	516	751	868	892	962
773	2354	95	189	307	518	754	771	895	966
776	2362	95	189	308	520	756	774	898	969
778	2368	95	190	308	521	758	777	900	971
780	2374	95	190	309	523	760	779	903	974
784	2386	96	191	311	525	764	883	907	979
786	2392	96	192	311	527	766	886	909	981
788	2398	96	192	312	528	768	888	912	984

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
792	2410	97	193	314	531	772	892	916	989
794	2416	97	194	315	532	774	894	919	991
796	2422	97	194	315	533	776	897	921	994
799	2431	98	195	317	535	778	900	924	997
802	2440	98	196	318	537	781	903	928	1001
804	2446	98	196	318	539	783	906	930	1003
807	2455	99	197	320	541	786	909	933	1007
809	2461	99	197	320	542	788	911	936	1010
812	2470	99	198	322	544	791	914	939	1013
815	2479	100	199	323	546	794	918	943	1017
817	2485	100	199	324	547	796	920	945	1019
820	2494	100	200	325	549	799	923	948	1023
823	2503	101	201	326	551	801	927	952	1027
825	2509	101	201	327	552	803	929	954	1029
827	2514	101	202	327	554	805	931	956	1031
831	2526	102	203	329	556	809	935	960	1036
833	2532	102	203	330	558	811	937	963	1039
835	2538	102	204	330	559	813	940	965	1041
838	2547	102	204	332	561	816	943	968	1045
841	2556	103	205	333	563	818	946	972	1048
843	2562	103	205	334	564	820	948	974	1051
846	2571	103	206	335	566	823	952	977	1055
849	2580	104	207	336	568	826	955	981	1058
851	2586	104	207	337	569	828	957	983	1061
854	2595	104	208	338	571	831	961	987	1064
856	2601	105	209	339	573	833	963	989	1067
860	2613	105	210	340	575	837	967	993	1072
862	2619	105	210	341	577	839	970	996	1074
864	2625	105	210	342	578	840	972	998	1077
868	2637	106	211	343	581	844	976	1003	1082
870	2643	106	212	344	582	846	978	1005	1084
872	2649	106	212	345	583	848	981	1007	1087

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
874	2655	107	213	346	585	850	983	1009	1089
878	2666	107	214	347	587	854	987	1014	1094
880	2672	107	214	348	588	856	989	1016	1096
883	2681	108	215	349	590	858	992	1019	1100
885	2687	108	215	350	592	860	995	1022	1102
888	2696	108	216	351	594	863	998	1025	1106
891	2705	109	217	352	596	866	1001	1028	1110
893	2711	109	217	353	597	868	1004	1031	1112
896	2720	109	218	354	599	871	1007	1034	1116
899	2729	110	219	355	601	874	1010	1038	1119
901	2735	110	219	356	602	876	1012	1040	1122
903	2741	110	220	357	604	878	1015	1042	1124
907	2753	111	221	358	606	881	1019	1047	1129
909	2759	111	221	359	607	883	1021	1049	1132
911	2765	111	222	360	609	885	1024	1051	1134
914	2774	111	222	361	611	888	1027	1055	1138
917	2783	112	223	362	613	891	1030	1058	1142
919	2789	112	224	363	614	893	1032	1060	1144
922	2798	112	224	364	616	896	1036	1064	1148
925	2807	113	225	365	618	899	1039	1067	1151
927	2812	113	225	366	619	900	1041	1069	1153
930	2821	113	226	367	621	903	1044	1072	1157
932	2827	114	227	368	622	905	1046	1075	1160
935	2836	114	227	369	624	908	1050	1078	1163
938	2845	114	228	370	626	911	1053	1082	1167
940	2851	115	229	371	628	913	1055	1084	1169
942	2857	115	229	372	629	915	1058	1086	1172
946	2869	115	230	373	632	919	1062	1091	1177
948	2875	115	230	374	633	920	1064	1093	1179
950	2881	116	231	375	634	922	1066	1095	1182
954	2893	116	232	377	637	926	1071	1100	1187
956	2899	116	232	377	638	928	1073	1102	1189

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
958	2905	117	233	378	640	930	1075	1104	1192
961	2914	117	234	379	642	933	1079	1108	1195
964	2923	117	234	380	644	936	1082	1111	1199
966	2929	118	235	381	645	938	1084	1114	1201
969	2938	118	236	382	647	941	1088	1117	1205
972	2947	118	236	384	649	944	1091	1120	1209
975	2956	119	237	385	651	946	1094	1124	1212
977	2961	119	237	385	652	948	1096	1126	1215
979	2967	119	238	386	653	950	1098	1128	1217
983	2979	120	239	388	656	954	1103	1133	1222
985	2985	120	239	389	657	956	1105	1135	1224
987	2991	120	240	389	659	958	1107	1137	1227
989	2997	120	240	390	660	960	1109	1139	1229
993	3009	121	241	392	662	963	1114	1144	1234
995	3015	121	242	392	664	965	1116	1146	1237
998	3024	121	242	394	666	968	1119	1150	1240
1001	3033	122	243	395	668	971	1123	1153	1244
1003	3039	122	244	396	669	973	1125	1155	1246
1006	3048	122	244	397	671	976	1128	1159	1250
1008	3054	123	245	398	672	978	1130	1161	1253
1011	3063	123	246	399	674	981	1134	1164	1256
1014	3072	123	246	400	676	984	1137	1168	1260
1016	3078	124	247	401	678	985	1139	1170	1262
1018	3084	124	247	401	679	987	1142	1172	1265
1022	3096	124	248	403	682	991	1146	1177	1270
1024	3102	125	249	404	683	993	1148	1179	1272
1026	3107	125	249	404	684	995	1150	1181	1274
1030	3119	125	250	406	687	999	1155	1186	1279
1032	3125	125	250	407	688	1000	1157	1188	1282
1034	3131	126	251	408	689	1002	1159	1190	1284
1037	3140	126	252	409	691	1005	1162	1194	1288
1040	3149	126	252	410	693	1008	1166	1197	1292

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
1042	3155	127	253	411	695	1010	1168	1199	1294
1045	3164	127	254	412	697	1013	1171	1203	1298
1047	3170	127	254	413	698	1015	1176	1205	1300
1050	3179	128	255	414	700	1018	1177	1209	1304
1053	3188	128	256	415	702	1021	1180	1212	1308
1055	3194	128	256	416	703	1023	1182	1214	1310
1058	3203	129	257	417	705	1025	1186	1218	1314
1061	3212	129	257	418	707	1028	1189	1221	1317
1063	3218	129	258	419	708	1030	1191	1223	1320
1065	3226	129	258	420	710	1032	1193	1226	1322
1069	3236	130	259	421	712	1036	1198	1230	1327
1071	3242	130	260	422	714	1038	1200	1232	1330
1073	3248	130	260	423	715	1040	1202	1235	1332
1077	3259	131	261	424	717	1043	1206	1239	1337
1079	3265	131	262	425	719	1045	1209	1241	1339
1081	3271	131	262	426	720	1047	1211	1243	1342
1084	3280	132	263	427	722	1050	1214	1247	1345
1087	3289	132	264	428	724	1053	1217	1250	1349
1090	3298	132	264	429	726	1056	1221	1254	1353
1092	3204	133	265	430	727	1058	1223	1256	1355
1094	3210	133	265	431	729	1060	1225	1258	1358
1098	3222	133	266	432	731	1064	1230	1263	1363
1100	3328	134	267	433	733	1065	1332	1265	1365
1102	3334	134	267	434	734	1067	1234	1267	1367
1106	3346	134	268	435	737	1071	1239	1272	1372
1108	3352	135	269	436	738	1073	1241	1274	1375
1110	3358	135	269	437	739	1075	1243	1277	1377
1113	3367	135	270	438	741	1078	1246	1280	1381
1116	3376	136	271	439	743	1081	1250	1283	1385
1118	3382	136	271	440	745	1083	1252	1286	1387
1121	3391	136	272	441	747	1086	1255	1289	1391
1123	3397	136	272	442	748	1088	1257	1291	1393

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
1126	3405	137	273	443	750	1090	1260	1294	1397
1129	3414	137	274	444	752	1093	1264	1298	1400
1131	3420	137	274	445	753	1095	1266	1300	1403
1134	3429	138	275	446	755	1098	1269	1304	1406
1137	3438	138	276	447	757	1101	1273	1307	1410
1139	3444	138	276	448	758	1103	1275	1309	1413
1141	3450	138	276	449	759	1104	1277	1311	1415
1145	3462	139	277	451	762	1108	1281	1316	1420
1147	3468	139	278	451	763	1110	1284	1318	1422
1149	3474	139	278	452	765	1112	1286	1321	1425
1152	3483	140	279	453	767	1115	1289	1324	1429
1155	3492	140	280	454	769	1118	1293	1327	1432
1157	3498	140	280	455	770	1120	1295	1330	1435
1160	3507	141	281	456	772	1123	1298	1333	1438
1163	3516	141	282	458	774	1126	1301	1337	1442
1165	3522	141	282	458	775	1128	1304	1339	1445
1168	3315	142	283	260	777	1130	1307	1342	1448
1170	3537	142	283	260	779	1132	1309	1345	1451
1173	3546	142	284	461	781	1135	1313	1348	1454
1176	3554	143	285	463	782	1138	1315	1351	1458
1178	3560	143	285	463	784	1140	1318	1353	1460
1182	3572	143	286	465	786	1144	1322	1358	1465
1184	3578	144	287	466	788	1145	1324	1360	1467
1186	3584	144	287	466	789	1147	1327	1362	1470
1188	3590	144	288	467	790	1149	1329	1365	1472
1192	3602	145	289	469	793	1153	1333	1369	1477
1194	3608	145	289	470	794	1155	1335	1372	1480
1196	3614	145	290	470	796	1157	1338	1374	1482
1199	3623	145	290	471	798	1160	1341	1377	1486
1202	3632	146	291	473	800	1163	1344	1381	1490
1205	3641	146	292	474	802	1166	1348	1384	1493
1207	3647	146	292	475	803	1168	1350	1386	1496

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
1210	3656	147	293	476	805	1170	1353	1390	1499
1213	3665	147	294	477	807	1173	1357	1393	1503
1215	3671	147	294	478	808	1175	1359	1395	1506
1217	3677	148	295	479	809	1177	1361	1398	1508
1221	3689	148	296	480	812	1181	1365	1402	1513
1223	3695	148	296	481	813	1183	1368	1405	1515
1225	3701	149	297	482	815	1185	1370	1407	1518
1228	3709	149	297	483	816	1187	1373	1410	1521
1231	3718	149	298	484	818	1190	1376	1413	1525
1233	3724	149	298	485	820	1192	1378	1416	1527
1236	3733	150	299	486	822	1195	1382	1419	1531
1239	3742	150	300	487	824	1198	1385	1422	1535
1241	3748	150	300	488	825	1200	1387	1425	1537
1244	3757	151	301	489	827	1203	1391	1428	1541
1246	3763	151	302	490	828	1205	1393	1430	1543
1249	3772	151	302	491	830	1208	1396	1434	1547
1252	3781	152	303	492	832	1210	1399	1437	1551
1254	3787	152	303	493	834	1212	1402	1440	1553
1256	3793	152	304	494	835	1214	1404	1442	1556
1260	3805	153	305	495	838	1218	1408	1446	1561
1262	3811	153	305	496	839	1220	1411	1449	1563
1264	3817	153	306	497	840	1222	1413	1451	1565
1268	3829	154	307	498	843	1226	1417	1456	1570
1270	3835	154	307	499	844	1228	1419	1458	1573
1272	3841	154	308	500	846	1230	1422	1460	1575
1275	3850	154	308	501	847	1232	1425	1463	1579
1278	3858	155	309	502	849	1235	1428	1467	1582
1280	3864	155	310	503	851	1237	1430	1469	1585
1283	3873	155	310	504	853	1240	1434	1472	1588
1286	3882	156	311	505	855	1243	1437	1476	1592
1288	3888	156	312	506	856	1245	1439	1478	1595
1291	3897	156	312	507	858	1248	1442	1481	1598

Existing Basic Pension/ Family Pension per month as on 1.1.96	Consolidated Pension/ Family Pension per month as on 1.4.97	Relief payable from 1.8.97 to 30.11.97 @ 4% of Basic Pension/ F.P.	Relief payable from 1.12.97 to 30.3.98 @ 8% of Basic Pension/ F.P.	Relief payable from 1.4.98 to 30.1o.97 @ 13% of Basic Pension/ F.P.	Relief payable from 1.11.98 to 31.3.00 @ 22% of Basic Pension/ F.P.	Relief payable from 1.8.99 to 30.11.99 @ 32% of Basic Pension/ F.P.	Relief payable from 1.4.00 to 30.9.00 @37% of Basic Pension/ F.P.	Relief payable from 1.10.00 to 30.6.01 @ 38% of Basic Pension/ F.P.	Relief payable from 1.7.01 and onwards @ 41% of Basic Pension/ F.P.
1293	3903	157	313	508	859	1249	1445	1484	1601
1297	3915	157	314	509	862	1253	1449	1488	1606
1299	3921	157	314	510	863	1255	1451	1490	1608
1301	3927	158	315	511	864	1257	1453	1493	1611
1303	3933	158	315	512	866	1259	1456	1495	1613
1307	3945	158	316	513	868	1263	1460	1500	1618
1309	3951	159	317	514	870	1265	1462	1502	1620

ANNEXURE - II

[See Paragraph 3]

Memo. No. 670-SE(B) dated 28.10.2002.

Application for Revision/Consolidatin of Pension/Family Pension in terms of School Education Department, Govt. of West Bengal.

To

The Treasury Officer/P.D.O. ——————

P.P. —————— Dist. ——————

Sir,

In connection with revision/consolidation of Pension/Family Pension in terms of Memo No. 670-SE(B), dated 28.10.2002 of School Education Department, Goverment of West Bengal, I am to furnish the following information :

(i) Name :

(ii) Date of Birth/age :

(iii) Date of retirement/date of death while in service :

(iv) Date of Death after retirement, if any :

(v) Pension payment order no. issued by AGNB (A & E) :

(vi) Amount commuted, if any :

(vii) Pension/Family Pension consolidated if terms of Memo No. 64-SE (B) dt. 9.4.99 : Yes/No

If yes, give issue no. and date of Treasury Office/AGNB

——————

——————

(viii) Last pay drawn by employee upon which P.P.O. was issued by AGW. Rs. ——————

——————

In case of over-payment of Pension/Family Pension, I am liable to refund the excess payment as such without raising any objection.

Signature ——————

Date : —————— Address ——————

——————

——————

ANNEXURE - III

[Paragraph 4]

Memo. No. 670-SE(B) dated 28.10.2002.

Form of intimation by the Pension Disbursing Authority to the P.P.O. issuing authority regarding Consolidation of Pension in terms of the School Education Department

1. Name of Pensioner/ Family Pensioner :
2. Pension Payment Order No. :
3. Computation of Consolidated Pension and/or Family Pension :

	Pension	Family Pension* (Normal)	Family Pension (Enhanced)
(i) Existing Pension (inclusive of commuted portion)/ Family Pension			
(ii) Interim Relief (I & II)			
(iii) 40% of Basic Pension/Family Pension as at (i) above			
(iv) Relief on Pension upto CPI 1510i.e. 148% of Pension/ Family Pension			
(v) Consolidated Pension/Family Pension (i + ii + iii + iv)			

* If not applicable, draw a line across

Additional remarks, if any

Signature of Pension Disbursing Authority.

To

The Principal Accountant General (A & E), West Bengal,

Treasury Buildings, Kolkata-700 001.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-700 091

No. : 284-SE (B) / 1M-133/2000. Dated, Kolkata, the 25th July, 2003.

From : Shri R. K. Ray, I.A.S.,
Joint Secretary to the Government of West Bengal.

To : The Principal Accountant General)A & E), West Bengal
Treasury Buildings, Kolkata-700 001.

The undersigned is directed to refer to this Department's Memo. No. 64-SE (B) dated 09.04.1999 and to state that the Existing Pension/Family Pension upto the stage of Rs. 500/- (Rupees Five hundred) only per month was revised with effect from 01.04.1996 in terms of Annexure-I of the said Memo., in respect of all whole-time approved teaching and non-teaching employees of Institutions as shown in Statement-I of the West Bengal Recognised Non-Govt, Educational Institutions Employees' (DCRB) Scheme, 1981 whose pension/family pension was revised/sanctioned in terms of Govt. Order No. 163-Edn (B) dated 15.06.90 read with No. 341-Edn (B) dated 26.11.93 and who retired or died while in service prior to 01.04.81.

The Governor is now pleased to state that the Pensioner/Family Pensioner of the above category, whose Existing Pension/Family Pension was more than Rs. 500/- (Rupees Five Hundred) only per month will now draw revised Pension/Family Pension with effect from 01.04.96 at the rate of Rs. 1309/- (Rupees One Thousand three hundred nine) only per month.

This Department's Memo. No. 64-SE (B) dated 09.04.99 will stand modified to this extent.

The Pensioners/Family Pensionrs who come under the purview of G.O. no. 64-SE (B) dated 09.04.99 will however be entitled to further revision of Pension/Family Pension in terms of G.O. No. 670-SE (B) dated 28.10.2002 with effect from 01.04.1997.

This has reference to his No. Pen/C-order/111-Vol-II/823 dated 20.03.2002.

This order issued with concurrence of the Finance Department vide their U.O. No. 216-F (Pen) dated 08.07.2003.

All concerned are being informed.

Sd/- Illegible.
Joint Secretary.to the Govt. of W.B.

No. : 284/1(125)-SE (B) Dated, Kolkata, the 25th July, 2003.

Copy forwarded for information and necessary action to the :

1. Accountant General (Audit) West Bengal,
   4, Brabourne Road, Kolkata-700 001.
2. Accountant General (Local Bodies Audit), West Bengal;
   18, Rabindra Sarani, Kolkata-700 001.
3. Pay & Accounts Officer, Kolkata Pay & Accounts Office,
   81/2/2, Phears Lane, Kolkata-700 012;
4. Pension Cell of the Finance (Audit) Department of this Govt.
5. Director of Pension, Provident And Group Insurance, West Bengal.
6. The Treasury Officer, ...
7. Director of Accounts, School Education Department;
8. Pension Disbursement Officer, Kolkata,
   Purta Bhavan, Salt Lake, Kolkata-700 091.

Sd/-Illegible
Deputy Secretary to the Govt. of W.B.

No. : 284/2 (70)-SE (B) Dated, Kolkata, the 25th July, 2003.

Copy forwarded for information and necessary action to the :

1. Director of School Education, West Bengal;
2. District Inspector of Schools (PE/SE) ....
3. President, West Bengal Board of Primary Education;
4. Chairman, Dist. Pry. School Councils.......................................
5. Shri Ashis Mukherjee, Accounts Officer, SE Directorate.
6. Chairman, Sub-Divisional Pry. School Council, Siliguri;
7. Secretary, Department of Education, Darjeeling Gorkha Hill Council;
8. Private Secretary to M.I.C. (Primary, Secondary and Madrasah).

Sd/- Illegible
Deputy Secretary to the Govt. of W.B.

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No : 9082 F   Dated Kolkata, the 11th August, 2003.

MEMORANDUM

Sub. : Payment of Gratuity and Commuted Value of Pension to retired teachers and non-teachng employees of Non-Government aided Educational Institutions (Primary, Secondary, Junior High School and Madrasahs).

In Finance Department Memorandum No. 6536-F dated 25.6.2002, it was declared that Gratuity and Commuted Value of Pension in respect of the teaching and the non-teaching staff of the above mentioned Educational Institutiions would be disbursed in phases. The undersigned is now directed to say that the Governor is pleased to decide that Gratuity and Commuted Value of Pension of the teachers and non-teaching employees of Non-Government aided Educational Institutions (Primary, secondary, Junior High School and Madrasahs) who retired on or before 11.12.1998 may be disbursed now provided the P.P.O. in respect of them is issued by the competent authority.

Other conditions in the aforesaid memorandum remain unchanged.

Sd/- P.K. Guha Roy,
Joint Secretary.to the Govt. of W.B.
Finance Department.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-700 091

No. : 346-SE (B) / 1M-95/2003. Dated, Kolkata, the 16th September, 2003.

MEMORANDUM

A question has been raised by the Director of Pension Provident Fund & Group Insurance, West Bengal that if the period of wholetime service rendered by an employee of the State Government sponsored or aided Recognised Educational Institution (excluding D.A. Getting Schools) as indicated in Statement-I of the DCRB'81 Scheme, at fixed pay or at a pay, which is below the initial pay of the pay scale prescribed by the government, will count towards qualifying service for the purpose of ascertainment of retirement benefits in view of the provisions contained in Para-3 Chapter-I of DCRB Scheme, 1981.

It is hereby clarified that the provisions regarding the counting of the period of service rendered by an employee towards qualifying service for the purpose of superannuation/retirement benefit are contained in Para-7 (b) of the DCRB Scheme 1981. If the continuous service rendered in the educational institutions as defined in Para-5 (b) of the scheme is approved by the competent authority and the service is wholetime there is no bar, according to the DCRB Scheme, to count it towards qualifying service for superannuation/ retirement benefit irrespective of the fact whether the employee received pay in the prescribed scale of pay or not. It is also clarified that Para-3, Chapter-I of the DCRB'81 Scheme elaborates the applicability of the scheme. If on the date of retirement/superannuation the employee serves any State Govt. Sponsored or aided Educational Institution (excluding D.A. Getting Schools) as indicated in Statement-I of the scheme and he draws pay in the scales of pay prescribed by Government for such category of employees, the DCRB Scheme would be applicable to him provided that his appointment was duly approved by the competent authority and that his appointment was not on part-time or on contract basis.

In cases where the service rendered was wholetime but the school authority, prior to coming under the salary deficit/grants-in-aid Scheme, could not actually pay him at the rates prescribed by the Govt. the School Authority/Pension Sanctioning Authority shall append a certificate in the

service book, on usual verification of records, that the Service rendered by the employee was on wholetime basis and the school had actually paid to him at rates which was lower than the admissible amount of pay.

All concerned are being informed.

Sd/- Illegible.
Joint Secretary.to the Govt. of W.B.
School Education Department.

No. : 346/1(50)-SE (B)/1M-95/03. Dated, Kolkata, the 16th September, 2003.

Copy forwarded for information and necessary action to the :

1. Accountant General (A & E) West Bengal, Tresury Buildings, Kolkata-700 001;
2. Accountant General (Audit) West Bengal, 4, Brabourne Road, Kolkata-700 001;
3. Accountant General (Local Bodies Audit) West Bengal, 18, Rabindra Sarani, Kolkata-700 001;
4. Joint Secretary, to the Govt. of West Bengal, Finance Department, Group-P (Pay), Writers' Buildings, Kolkata-1;
5. Director of School Education, West Bengal, Bikash Bhawan, 7th floor, Salt Lake, Kolkata-700 091;
6. Director of Pension, Provident Fund & Group Insurance, Finance Department, Purta Bhavan, 2nd floor, Salt Lake, Kolkata-91;
7. Director of Treasuries & Accounts, West Bengal, Stephen House, 4th floor, Kolkata-700 001;
8. Director of Accounts, School Education Department, Bikash Bhawan, 6th floor, Salt Lake, Kolkata-700 091;
9. Deputy Director of School Education (A & A), Directorate of School Education, Bikash Bhawan, 7th floor, Salt Lake, Kolkata-700 091;

10-30. District Inspector of Schools (Secondary Education),
....
....

31-49. District Inspector of Schools (Primary Education),
....
....

50. Copy to Guard File.

Sd/- Illegible.
Assistant Secretary.to the Govt. of W.B.
School Education Department.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91.

MemoNo : 35 SE(B) / 1M-267.01. Dated the 6th February, 2004.

MEMORANDUM

Sub. : Restoration of commuted portion of pension of the employees of Non-Government Educational Institutions.

In terms of School Educaiton Department Memo. No. 123-SE(B) dated 29.06.99 a pensioner covered by the West Bengal Non-Govt. Educational Institution Employees' (death-cum-retirement benefit) Scheme, 1981 as amended up to date, is eligible for having his commuted poriton of pension restored after 15 years from the date of retirement. The procedure for restoratin of commuted portion of pension was under consideration of the Government for some time past. After careful examination of the matter the Governor has been pleased to decide that :—

1.a. The pensioner who had completed 15 years from the date of retirement may apply in the prescribed proforma to the Pension Disbursing Officer for restoration of the commuted portion of pension.

b. In cases where the pensioners had completed 15 years from the date of retirement and had expired subsequently, his/her legal heir (s) is/are also entitled to receive arrears due to restoration of commuted portion of pension from the date of completion of 15 years from the date of retirement till the date of the pensioner's death. In that case also the legal heir (s) has/have to apply to the Pension Disbursing Officer in prescribed proforma (enclosed).

2. Pension Disbursing Officer will mean Treasury Officers in the district and sub-divisions and Pension Disbursing Officer at Purta Bhavan, Salt Lake, Kolkata-700 091.

3. Pension Disbursing Officer, after being satisfied about the corrections of the claim, will restore the commuted portion of portion with an intimation to the Director of Pension, Provident Fund and Group Insurance at Purta Bhavan, Salt Lake. In case of any doubt, Treasury Officer/PDC will consult the Director of Pension, Provident Fund and Group Insurance at Purta Bhavan, Salt Lake, Kolkata-91.

4. No Pensioners shall be entitled to cummute his pension again after the same has been restored.

5. This will apply to all pensioners covered under the West Bengal Non-Government Educational Institution Employees' (death-cum-retirement benefit) Scheme, 1981.

6. This order will take effect from 01.04.1996.

7. This has the concurrence of F.D. vide U.O. No, 1140-F (Pien) dated 20.01.2004.

Enclo.: As stated.

Sd/- Illegible.
Joint Secretary
School Education Department.

No. : 35/1 (75)-SE (B). Dated, the 6th February, 2004.

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A & E) West Bengal, Tresury Buildings, Kolkata-700 001;
2. The Principal Secretary, to Govt. o West Bengal, Finance Department, Writers' Buildings, Kolkata-1;
3. The Director of Pension, Provident Fund & Group Insurance, W.B. Finance Department, Purta Bhavan, 2nd floor, Salt Lake, Kolkata-91;
4. TheDirector of Treasuries & Accounts, West Bengal, 4, B.B.D. Bag (East), Stephen House, 4th floor, Kolkata-700 001;
5. The Director of School Education, West Bengal, Bikash Bhawan, 7th floor, Salt Lake, Kolkata-700 091;
6. The Director of Accounts, School Education Department, Bikash Bhawan, Salt Lake, Kolkata-700 091;
7. The District Inspector of Schools (Primary/Secondary), ...;
8. Chairman, D.P.S.C., ...;
9. Pension Disbursement Officer, Pension Disbursement Office, Purta Bhavan, 2nd floor, Room No. 205, Salt Lake, Kolkata-91;
10. The Treasury Officer,...;
11. Finance (Pension) Deptt., Hemanta Bhavan, Top Floor, 12, B.B.D. Bag, Kolkata-1
12. The Secretary, West Bengal Board of Primary Education;
13. The Secretary, West Bengal Board of Madrasah Education;
14. The Secretary, West Bengal Board of Secondary Education;

Sd/- Illegible.
Joint Secretary.to the Govt. of W.B.
School Education Department.

PROFORMA

To
The Treasury Officer…………………/Pension Disbursing Officer,
Purta Bhavan, Salt Lake, Kolkata-700 031.

Sub. : Restoration of commuted portion of pension after 15 years..

Sir,

Kindly restore the commuted portion of pensionof the pensioner whose particulars are given below in terms of Government of West Bengal, School Education Department.

Memo No. 35-SE (B) date 6.2.2004

Particulars

1. Name in Block Letters :
2. Date of Retirement :
3. P.P.O. No. :
4. Amount of Origical Pension ;
5. Amount of Pension commuted ;
6. Name of the Treasury :
7. Name of Bank & Bank A/C No. through which pension is now being drawn. :

Dated :

Present Address

Signature of Pensioner/Legeal heir (s)

Note : Where the legal heirs are more than one in number, they may indicate their full names nad addresses with signatures in the Blank Place provided below or on the reverse.

No. 324-/1 (21)/GA Dt. 13.2.04

Copy forwarded for information and necessary action, to the District Inspector of School (SE) .... P.O. ....

Dist.............................. .

Sd/- B.K. Mookerji
13.02.2004
For D.S.E., WB

ITEM NO. 10

CORRESPONDENCE COURSE
&
DISTANCE EDUCATION

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 1243-Edn (S) / 5p-39/89 Dated Calcutta, the 10th September, 1991.

From : Shri P. K. Bhattacharyya,
Deputy Secratary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal
6, Bhabani Dutta Lane (Top floor),
Calcutta - 73.

Sub. : B.Ed. Degree of Annamalai University through correspondence course Equivelance of —

Ref. : His letter No. 167-Sc/G dt. 29.1.90.

The undersigned is directed to say that it has been reported to this Department that a number of approved teachers of aided secondary schools have obtained B.Ed. degree from the Annamalai University through correspondence course and prayed for yearly increaments on their time scales of pay and other benefit as admissible to a regular B.Ed./B.T. teacher.

2. A question has arisen as to whether the aforesaid training qualification may be treaed at par with regular B.Ed./B.T. of a recognised univeristy.

3. After careful consideration it has been decided by the Govt. that the B.Ed. degree obtained through correspondence course from the Annamalai University by approved teachers of Govt. aided secondary school/Madrasaha shall be treated as equivalent to the regular B.T./B.Ed. degree of a recognised University and accordingly such approved teachers will be entitled to get regular yearly increments of pay and such other benefits as were admissible to them on the above basis.

All concerned are being informed.

Sd/- P. K. Bhattacharya
Deputy Secretary.

No. : 1243/1(4)–Edn(S)

Copy forwarded for information to the :—

1. The Secretary, West Bengal Board of Secondary Education.
2. The Secretary, West Bengal Madrasah Education Board;
3. The Registar, Annamalai University, P.O. Annamalai Nagar-608002, Tamil Nadu.
4. The Secretary, West Bengal Council of Higher Secondary Education

Calcutta,
The 10th Septmber, 1991

Sd/-
Deputy. Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 904-SE (Secy) Dated, Calcutta, the 19th December, 1994.

From : Shri P. Bhattacharyya,
Assistant Secratary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal
Bikash Bhavan, Salt Lake, Calcutta-91

Sub. : Claim for higher scale of pay from teachers enhancing qualification from Himachal Pradesh University through correspondence course.

Ref. : Letter no. (1) 2081-GA, dt. 16th December 1993, (2) 1583-GA, dt. the 26th April, 1994, (3) 2964-GA dt. 6th October, 1994 (4) 280-GA, dt. 4th February, 1994 etc. from the Directorate,

The undersigned is directed to refer to the subject noted above and to say that the State Govt. in Education (School) Department as a matter of policy, have not agreed to recognise a degree/diploma/Master Degree etc. acquired through correspondence course from any University etc. as equivalent to a regular course conducted by recognise Universities.

As such, the question of extending the benefit of higher scale for acquiring such a degree/diploma/Master Degree through correspondence course does not arise.

This disposes of his memos quoted under reference as well as any other similar reference on this score.

Sd/- P. Bhattacharya
Assistant Secretary.

No. : 906/1(3)-SE (Secy).

Copy forwarded to :-

1. The Secretary, West Bengal Board of Secondary Education, 77/2, Park Street, Kolkata - 16.
2. The Secretary, West Bengal Council of H.S. Education
3. The Secretary, West Bengal Board of Madrasah Education for information.

Calcutta,
The 19th December, 1994.

Sd/- P. Bhattacharyya
Assistant Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 548-SE(S) Dated, Calcutta, the 24th June, 1997.

From : Dr. B. M. Thakur,
O.S.D. & Ex-Officio Deputy Secretary

To : The Director of School Education,
West Bengal.

Sub. : Recognition of correspondence courses conducted by the different Universities of India.

The undersigned is directed by the order of the Governor to say that henceforth all the teachers teaching in different state-aid schools will have to take prior permission from the District Inspector of Schools (SE) through the Managing Committee, Ad-hoc Committee/Administrator as the case may be if they like to enrol themselves and to appear for the examination conducted through Correspondence / Distance Mode of education from the UGC-affiliated universities. The managing committee of the concerned school shall send such cases to D.I. (SE) for approval along with their comments, including, inter alia, the relevance of the subject of higher studies and also whether such higher studies are likely to affect the duties of the teacher in the school.

Sd/- B. M. Thakur,
O.S.D. & Ex-Officio Deputy Secretary.

No. : $\frac{\text{1081 (21) GA}}{\text{OM-5/88}}$ Dated 27.6.1997.

Copy forwarded for information, and necessary action to the District Inspector of Schools (SE) Hooghly, P.O. Hooghly, Dist Hooghly.

Sd/- N. Sinha
for Director of School Education
West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE, CALCUTTA - 91

No. : 549-SE(S) / 5P-1/94 (Pt) Dated Calcutta, the 24th June, 1997.

From : Dr. B.M. Thakur
O.S.D. & Ex-Officio Deputy Secretary.

To : The Director of School Education, West Bengal.
Bikash Bhawan, 7th floor, Bidhannagar, Kolkata - 91

Sub. : Recognition of degrees obtained through Correspondence / Distance Mode of Education Courses conducted by Vidyasagar University, Midnapore and the University of Burdwan, Burdwan in West Bengal.

The question of recognition of degrees obtained through correspondence/ Distance Mode of education conducted by Vidyasagar University and the University of Burdwan in West Bengal was under consideration of this Department for sometime past. After careful consideration of the matter, it has been observed that the above mentioned two UGC affiliated universities introduced correspondence Programme with the approval and sanction of the Higher Education Department of this State Government.While conducting Correspondence Programme, both these universities are following the pattern of their regular courses and the duration of the courses, syllabus examination etc. are the same as prescribed for the corresponding regular courses. Examination of both regular course and that of distance Mode of Education of the said two universities is conducted on same question papers and assessment of answer scripts is done in same pattern on a same standard.

Now, the undersigned is directed by the Governor to state that the degrees obtained through Correspondence/Distance Mode of education courses from the aforesaid two universities in the present circumstances will be accepted as equivalent to degrees acquired through their regular courses. This order is issued in partial modification of any earlier order issued by this Department in this regard.

Sd/- B. M. Thakur,
O.S.D. & Ex-Officio Deputy Secretary.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHABAN, SALT LAKE, CALCUTTA - 91

No. : 187-SE(S) / 10M-13/947 Dated Calcutta, the 22nd August, 1997.

From : Dr. B.M. Thakur
O.S.D. & Ex-Officio Deputy Secretary.

To : The Director of School Education, West Bengal.
Bikash Bhawan, 7th floor, Bidhannagar, Calcutta - 91

Sub. : Acceptance of academic qualification, acquired from the National Open School.

In reference to your Memo No. 724-Sc/AIS dt. 31.3.1997, this is to inform you that the State Government in the School Education Department has no objection to the acceptance of the degrees and certificates awarded by the National Open School and/or by the Indira Gandhi Natinal Open University, for the purpose of further studies in teachers' training, or, the purpose of employment in schools in this State.

Sd/- Dr. B. M. Thakur,
O.S.D. & Ex-Officio
Deputy Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 484-SE(S)/5P-1/99(PE) Dated, Calcutta, the 18th May, 1999.

From : Secretary,
School Education Department,
Government of West Bengal.

To : The Director of School Education,
West Bengal
Bikash Bhavan, 7th floor, Salt Lake,
Calcutta - 700 091.

Sub. : W.P. No. 2075 of 1995
W.P. No. 9764 of 1997
W.P. No. 19484(W) of 1997.

Ref. : D.S.E.'s order nos.
479(6)-LS dated 13.3.97
& 1645 (25)-LS dt. 19.8.97.

In compliance with the order dated 15.1.98, passed by Hon'ble High Court in the aforesaid matters, the undersigned is directed by the order of the Governor to say that the G.O. No. 904-SE (Secy.) dated 19.12.94, since quashed by the Hon'ble High Court may be treated as non-existent and to say that the benefit of pay and allowance may be granted to the petitioners accordingly as ordered by the Hon'ble High Court and to request him to communicate the memo to all D.I. of Schools (SE) for favour of taking necessary action from their end in this respect.

Sd/-
Secretary to the Government of
West Bengal.

Memo No. : 1175/1(21)LS Dated, Calcutta, the 12th May, 1999.

Copy forwarded for information and necessary action to the District Inspector of Schools (SE) Hooghly.P.O. + Dist Hooghly.

Sd/-
for Director of School Education,
West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
APPOINTMENT BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 316–SE(Apptt.)/10M-51/99 Dated, Kolkata, the 21st March, 2000.

From : Shri S. Pradhan,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education,
West Bengal.

Sub. : Equivalence of Certificates awarded by different organisations.

The undersigned is directed to say that the certificates awarded by the Indira Gandhi National Open University, Vidyasagar University, Burdwan University, other Universities in this state engaged in providing distant education / correspondence courses and West Bengal Netaji Subhas Chandra Open University is hereby recognised by this Govt.

The undersigned is further directed to say that this Govt. have no objection to recognise the certificates of the successful candidates of National Open School, New Delhi and Rabindra Mukta Vidyalaya, West Bengal having compulsory subjects in the examination similar to those as in the Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent.

This order cancels all the previous orders issued in this matter so far.

Sd/- S. Pradhan,
Joint Secretary.

Memo No. : 817(21)GA Dated, Kolkata, the 16th May, 2000.

Copy forwarded to the District Inspector of Schools (SE) Hooghly, P.O. Chinsurah, Dist Hooghly. for information and necessary action.

Sd/- N. Sinha.
for Director of School Education,
West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
APPOINTMENT BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 742–SE(Apptt.) Dated, Kolkata, the 31st July, 2002.

From : Sri D. Basu, IAS,
Special Secretary to the
Government of West Bengal.

To : The Director of School Education, W. B.,
Bikash Bhawan (7th floor), Salt Lake,
Kolkata - 700 091.

Sub. : Equivalence of Certificates awarded by different organisations.

In cancellation of this Department's Memo No. 316–SE (Apptt.) dated 21.3.2000, the undeersigned is directed to say that the certificates awarded by the Indira Gandhi National Open University, Vidhyasagar University, Burdwan University, Netaji Subhas Open University engaged in providing distant education/correspondence coruses are hereby recognised by the State Government.

2. The undersigned is further directed to say that Madhyamik (Secondary) and Ucchha Madyamik (Higher Secondary) Certificates awarded by Rabindra Mukta Vidyalaya, West Bengal (erstwhile West Bengal State Open School) to successful candidates who have cleared the compulsory subjects in the examination similar to those in the Madhyamik Examination under West Bengal Board of Secondary Education and cleared the compulsory and minimum number of Elective subjects as stipulated for the Higher Secondary Examination under West Bengal Council of Higher Secondary Examination respectively, are recognised by this Government.

3. The undersigned is further directed to say that Secondary and Senior Secondary Certificates issued by the National Open School, New Delhi are also recognised by this Government, provided the conditions mentioned at para 2 above are fulfilled.

Sd/- D. Basu
Special Secretary.

Memo No. : 742/1(5)-SE(Apptt.) Dated, Kolkata, the 31st July, 2002.

Copy forwarded for information to the : —

i) Principal Secretary, Higher Education Department Government of West Bengal.

ii) Principal Secretary, Mass Education Extension Deptt., Government of West Bengal.

iii) Principal Secretary, Technical Education & Training Department of this Government.

iv) Principal Secretary, Labour Department of this Govt.

v) Regional Employment Exchanges (All).

Sd/-
Deputy Secretary

No. : 742/2(6)-SE(Apptt.) Dated, Kolkata, the 31st July, 2002.

Copy forwarded for information to the : —

Secondary Branch / Higher Secondary Branch / Primary Branch / Appointment Branch/Establishment Branch/Budget Branch of this Department.

Sd/-
Deputy Secretary

No. : 742/3(4)-SE(Apptt.) Dated, Kolkata, the 31st July, 2002.

Copy forwarded for information to the : —

i) Registar, University of Calcutta/Burdwan/Jadavpur/North Bengal/ Kalyani / Rabindra Bharati / Vidyasagar / Indira Gandhi National University / Netaji Subhas Open University.

ii) Director, Rabindra Mukta Vidyalaya, Bikash Bhavan.

iii) President, W.B.B.S.E.

iv) President, W.B.C.H.S.E.

Sd/-
Deputy Secretary

No. : 742/4(3)-SE(Apptt.) Dated, Kolkata, the 31st July, 2002.

Copy forwarded for information to the : —

i) Secretary, P.S.C. W.B.

ii) P & AR Department, Government of West Bengal Writers' Buildings, Kolkata - 1

iii) Finance Department,
Government of West Bengal,
Writers' Buildings,
Kolkata - 1.

Deputy Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 1158-SE(S)/6C-1/2003 Dated, Kolkata, the 9th September, 2003.

From : Shri P.K. Goswami,
Joint Secretary to the
Government of West Bengal.

To : The Director of School Education,
West Bengal.

Sub. : Recognition of degrees obtained through correspondence / Distance Mode of Education Courses conducted by any recognised universities in the state.

The question of recognition of degrees obtained through correspondence/ Distance Mode of Education Courses conducted by the universities in West Bengal had been under active consideration of this Department for some time past.

Under the circumstances, the undersigned is directed by order of the Governor to say that all such courses started by the U.G.C. affiliated universities in West Bengal having prior approval of the Higher Education Department should receive automatic recognition in the matter of recruitment of teaching and non-teching staff of schools in the State.

Sd/-
Joint Secretary.

ITEM NO. 11

D.A. GETTING SCHOOLS

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAWAN, KOLKATA - 91

No. : 429–SE(B) / 1M-16/98 Dated Kolkata, the 21st November, 2000.

From : Shri D. Basu, IAS,
Joint Secratary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Grant of Additional Dearness Allowances to the Teaching and Non-teaching Staff of Anglo Indian Schools / D.A. Getting Schools in West Bengal.

In continuation of this Department Memo. No. 2-SE(B) dtd. 4.1.1995 and G.O. No. 62-SE(B) dtd. 24.2.2000 on the subject noted above, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that all wholetime approved Teaching and Non-teaching Staff of Anglo Indian Schools & D.A. Getting Schools in West Bengal, who were just hitherto in receipt of Dearness Allowance sanctioned by the Government of West Bengal in the Education Department will draw Additional Dearness Allowances at a monthly rate (s) shown in the table below and until further orders.

Category of Staff	**Basic Pay**		**Acutal Amount of A.D.A. Admissible w.e.f.**	
	Existing	Revised	1.4.2000 as per revised rate.	1.10.2000 as per revised rate (further ADA)
A. Headmaster/Headmistress/ Principal of High/Higher Secondary.	2440/-	8000/-	400	80
B. Trained Post Graduate/ Untrained Post Graduate.	1780/-	6000/-	300	60
C. Trained Honours Graduate/ Untrained Honours Graduate.	1640/-	5500/-	275	55

Category of Staff	Basic Pay		Acutal Amount of A.D.A. Admissible w.e.f.	
	Existing	Revised	1.4.2000 as per revised rate.	1.10.2000 as per revised rate (further ADA)
D. Trained Graudate/ Untrained Graduate.	1420/-	4650/-	233	47
E. 3-years' Engineering Arts Craft Diploma Holder	1390/-	4500/-	225	45
F. Trained under Graduate/ Untrained under Graduate.	1200/-	3800/-	190	38
G. Trained Matriculation.	1040/-	3350/-	168	34
H. Untrained Matriculation.	980/-	3150/-	158	32
I. Non-Matric Teacher.	920/-	3000/-	150	30
J. Librarian with Masters Degree plus Diploma/ Degree in Library Science.	1420/-	4650/-	233	47
K. Librarian with Graduation plus Diploma Degree in Library Science.	1390/-	4500/-	225	45
L. Non-teaching Staff (Cleark-Matriculate).	1040/-	3350/-	168	34
M. Non-Teaching Staff (Clerk).	920/-	3000/-	150	30
N. Group-'D' Staff.	800/-	2600/-	130	26

2. The Governor is further pleased to direct that the Additional Dearness Allowance (s) sanctioned herein shall be drawn subject to the following conditions : —

(a) Conditions specified in aforesaid Memo. No : 2-SE(B) dated 4.1.1995 will have to be strictly adheared to an no deviation therefrom will be permissible.

(b) The Additional instalment of Dearness Allowance payable in terms of this Order shall be paid in Cash to all the approved Teaching and Non-teaching Staff of recognised Anglo Indian Schools/D.A. Getting Schools in West Bengal.

3. The charge on this account will proceed against the appropriate detailed head

in the Plan/Non-plan Sector subordinate to the Major and Minor Head — "2202-General Education-02-Secondary Education-110-Assistance to Non-Govt. Secondary Schools-002-Schools for Boys' and Girls' (Anglo Indian)-02-Other Grants-in-Aid" in the State Budget.

4. This order issues with the concurrence of the Finance Deptt. vide their U.O. No : Group- 'P' (Services) 2517 dt. 13.11.2000.

5. The Accountant General, West Bengal, Pay & Accounts Officer, Calcutta Pay & Accounts Office and the Treasury Officers are being informed.

Sd/- D. Basu

Joint Secretary.

No. : 429/1(50)-SE(B) Dated, Kolkata, the 21st November, 2000.

Copy forwarded for information to the : —

1. 7

8. The Directorate of School Education (Secondary)

Sd/- D. Basu

Joint Secretary.

Memo No. : 1988(6)GA Dated, Kolkata, the 4th December, 2000.

Copy forwarded to the District Inspector of Schools (SE), ...
...., P. O. ....,
Dist. .... for information and necessary action

Sd/- N. Sinha

4.12.00

for Director of School Education,

West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 1691-SE(S)/4A-53/2001 Dated, Kolkata, the 20th September, 2001.

From : Shri N.L. Basak, I.A.S.
Principal Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhawan (7th floor), Salt Lake,
Kolkata - 700 091.

Sub. : Filling up of the vacant posts within the Govt. sanctioned strength of the schools in receipt of D.A. from the Govt.

In terms (d) of section 15 of School Service Commission Act 1997 it has been stipulated selection of teachers for the schools in receipt of D.A. from the Govt. will not be made by School Service Commission. Consequently, the Director of School Education in term of his Memo No. 1736(21)-G.A. dated 1.10.99 had issued a guideline for selection of teachers against Govt. sanctioned posts in D.A. getting schools.

Authorities of some D.A. getting schools have approached the Govt. in the Education Department to fill up the vacant posts against sanctioned strength of such D.A. getting schools by placing the teacher working beyond the Govt. sacntioned strength since for non-consider of their candidature at the time of filling up of the post within Govt. sanctioned strength the senior teachers are being deprived.

Govt. in the Education Department has since considered the matter at length and decides to permit the authorities of such D.A. getting schools to fill up the vacant post within the sanctioned strength by placing properly qualified teachers already working in the school for the Secondary / Higher Secondary Section but not in receipt of D.A. from the Govt. on fulfilment of the following conditions :—

(1) Such teachers working beyond the sanctioned strength should be placed whenever any vacancy arises within the sanctioned strength in strict adherence to the norms of the staff pattern in ca of normal section (V to X). In case of H.S. Section only the teachers who possess Hons/Master Degree in the subjects in which the vacancy arises should be considered.

(2) Before placement it is to be confirmed that the teachers so placed within the sanctioned strength had minimum qualification and was within the prescribed age limit at the time of initial appointment.

(3) The Managing Committee whenever a vacancy arises will approach the concerned D.I. of Schools for permission order, alongwith copy of resolution resolving the placement of concerned teachers alongwith academic certificates of the incumbent. If there more than one teacher of the same academic qualification preference should be given to the seniormost.

In case of filling up the post of H.M./A.H.M. against sanctioned post proper regard should be given to academic qualification and experience as laid down in Govt. Orders.

This order will take effect immediately and any order / guide issued either by the Department of School Education or by the Director of School Education will stand void.

Sd/- N.L. Basak,
Principal Secretary.

No. : 1691/1(20)-SE(S) Dated, Kolkata, the 20th September, 2001.

Copy forwarded to the : —

1. Deputy Director of School Education (Anglo Indian School), West Bengal
2. District Inspector of Schools (SE), Hooghly, P.O. Chinsurah, Dist. Hooghly.
3. P.S. to Minister-in-charge, School Education Department.

for information and necessary action.

Special Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 325-SE(Budget)/1M-59/99 Dated, Kolkata, the 22nd May, 2002.

From : Sri P.K. Bhattacharya,
Asstt. Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Empowering Dist. Inspector of Schools (S.E.) to act as D.D.O. in respect of drawal of D.A. Bill for the approved Teaching and Non-teaching Staff of recognised D.A. getting Schools.

With reference to his Memo. No. 219-GA dated 17.01.2002 on the subject mentioned above, the undersigned is directed to inform him that as the District Inspector of Schools (School Education) are authorised to draw Salary Bills, they are competent to draw D.A. Bills for D.A. Getting Schools in their respective arrears.

This Order issues with the concurrence of the Finance Department vide their Group-'B' U.O. No : ES-673 dated 16.5.2002.

Sd/- P. K. Bhattacharya,
Assistant Secretary.

Memo No. : 1329(6)-GA Dated, Kolkata, the 27th May, 2002.

Copy forwarded to the District Inspector of Schools (SE), Hooghly. P.O. Chinsurah, Dist Hooghly. for information and necessary action.

Sd/- P. Pradhan.
27.5.02.
for Director of School Education,
West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
LAW BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 641–SE(LAW) / 5S-577/2001 Dated Kolkata, the 29th May, 2002.

From : Sri D. Basu, IAS
Spl. Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhavan (7th floor), Salt Lake, Kolkata - 91.

Sub. : W.P. No. 707 of 2000
Staff Council, Gyan Bharati Vidyapith & Ant.,-vs-
State of West Bengal & Others.

The undersigned is directed to say that pursuant to the order of the Hon'ble High Court dated Octobar 8, 2002 in W.P. No. 707 of 2002 in the case of Staff Council Gyan Bharati Vidyapith and Anr.,-vs-State of West Bengal & Ors., the matter regarding payment of salaries to the approved teaching and non-teaching employees of D.A. getting schools recognised by the West Bengal Board of Secondary Education at the rate of at least not less than what the teaching and non-teaching employees of the recognised Govt. aided Schools are being paid keeping in view he direction issued to the Anglo-Indian Schools, has been taken up for consideration.

After due consideration of the matter, it is decided that the authorities of all D.A. getting schools recognised by the West Bengal Board of Secondary Education in the State which receive D.A. component for the approved teaching and non-teaching staff of their schools from the Govt. of West Bengal will have to pay salary in the appropriate scale of pay from their own resources to the approved teaching and non-teaching employees at the rate prscribed by the State Govt. for teachers and non-teaching employees of the Govt. Aided Schools with immediate effect.

It is also decided that the approved teaching and non-teaching employees of those D.A. getting schools will get D.A. from the Govt. (on percentage basis) at the rate as is admissible to other employees of State Govt. aided Educational Institutions as is announced from time to time by the State, in supersession of all the previous orders issued from the Govt. to this effect, provided that these

posts were duly sanctioned by the Govt. and appointment of teaching and non-teaching staff to these posts were approved by the Govt. It is reiterated in this connexion that no school will claim D.A. for the staff who is / are not approved and is/are not within the sanctioned strength.

The Director of School Education, West Bengal is requested to inform the authorities of all D.A. getting schools to follow the order so that the approved teaching and non-teaching employees of these D.A. getting schools are paid their salaries by them, as per decision. D.A. component will only be released by the D.I. on verification of monthly acquittance rolls of the approved staff.

This Order will take immediate effect.

Sd/- D. Basu
Spl. Secretary to the Govt. of West Bengal.

No. : 1419(6)-GA Dated, Kolkata, the 5th June, 2002.

Copy forwarded to the District Inspector of Schools .... with the request to inform the authorities of all recognised D.A. getting schools to pay salary in the appropriate scale of pay from their own resources to the approved teaching and non-teaching staff at the rate prescribed by the State Govt. for teaching and non-teaching staff of the recognised Govt. aided schools with immediate effect. D.A. component (on percentage basis) will only be released by the D.I. of Schools (SE), on verification of monthly acquittance rolls of the approved staff.

Sd./- P. Pradhan.
5.6.02.
for Director of School Education,
West Bengal

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
GRANT-IN-AID SECTION
BIKASH BHAVAN (7TH FLOOR), SALT LAKE CITY,
KOLKATA - 700 091

No. : 2178(6)-GA Dated, Kolkata, the 6th September, 2002.

From : The Director of School Education
West Bengal.

To : The Dist. Inspector of Schools (SE)
....
P.O. .... Dist. ....

Sub. : Release of D.A. to the D.A. Getting Schools after the issue of G.O. No. 641-SE (Law) dated 29.05.2002.

In reference to the subject noted above, the undersigned has to draw his attention to the G.O. 641-SE (Law) dated 29.05.2002 wherein component of D.A. to the D.A. Getting Schools has been prescribed on percentage basis subject to releae of salary by the School Authority in the **appropriate pay scale** from their own resources and also verification of monthly acquittance roll of the approved teaching and non-teaching staff with immediate effect. Communication of the aforesaid G.O. has already been made vide this Directorate's Memo No. 1419(6)-GA dated 05.06.2002.

In view of the above circumstances, he is requested to report the action taken by him to this Directorate immediately for further release of D.A. to the D.A. Getting Schools.

Sd/- P. Pradhan.
6.9.02.
for Director of School Education,
West Bengal

ITEM NO. 12

CIRCULARS
ON
UNAIDED SCHOOLS

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH

No. : 180-Edn (B)/1M-83/88. Dated, Calcutta, the 20th May, 1988.

MEMORANDUM

Sub. : Counting of service spent in unaided Institution (s) by teaching and non-teaching staff of Educational Institution (s) towards pensionary benefits.

In supersession of G.O. No. 31-Edn (B) dt. 1.2.88 the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that service rendered by a teaching or non-teaching employee in unaided Institution or Institutions shall be counted towards pensionable service provided at the time of retirement / death / superrannuation of the employee concerned the Institution or Institutions in which the incumbent served received aid from the Government or any other body authorised by the Government for the purpose.

2. While forwarding the pension case to the Directorate of Pension Provident Fnd and Group Insurance, West Bengal, the Pension sanctioning Authority will have to certify accordingly in the service book of the incumbent concerned that the employee concerned service in a recognised institution and retired from the aided institution (other than only D.A. getting school).

3. This Memo takes effect from 01.04.1981.

4. The aforesaid provision will not apply to educational institution which receive only Dearness Allowance.

5. This has the concurrence of Finance Department, Group-J vide their U.O. No. 1473 Gr-J dated 20.5.88.

Sd/- S.S. Chattopadhyay,
Secretary

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA-91

No. : 1187-SE(S)/5P-213/2002 Dated, Kolkata, the 26th August, 2002.

From : Sri D. Basu, IAS
Special Secretary to the Government of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Countersignature of L.P.C. & Fixation of Pay of an approved employee of recognised un-aided Institute on joining a post in the aided institute.

The undesigned is directed to say that as per Management Rules 4(i) of Rule 28 of the West Bengal Board of Secondary Education, Act, 1963 as amended, service of an employee of a recognised but unaided Institution is approved by the West Bengal Board of Secondary Education on fulfilment of conditions. A question has now arisen as to who would countersign the L.P.C. of such an employee of unaided school when he is selected to join any post of recognised but aided school when he is selected to join any post of recognised but aided school and how his fixation of pay on joining the aided Institute will be made.

In order to remove the difficulties as faced by such employees of an un-aided Institution it is directed that the District or Additional District Inspector of Schools (SE) of the district / Sub-Division in which the school is situated is empowered to Countersign the L.P.C. of the concerned employees after proper verification of the Acquittance Register of the concerned school to which the employee belongs with the remark that the L.P.C. is countersigned on the basis of the Acquittance Register of the school concerned but fixation of pay of the concerned employee on joining the aided Institution will be made as per G.O. No. 813-SE(S) dated 15th September, 1997.

He may instruct all District Inspector of Schools / Additional District Inspector of Schools (SE) under his jurisdiction accordingly.

Sd/- D. Basu
Special Secretary.

No. : 2109(21)-GA Dated, Kolkata, the 2nd September, 2002.

Copy forwarded for information and necessary action to :

The District Inspector of Schools (SE) / Addl. Dist. Inspector of Schools (SE), ..., P. O. ...., Dist. ....

Sd/- P.Pradhan.
02.09.02.
for Director of School Education,
West Bengal

ITEM NO. 13

ANGLO-INDIAN SCHOOLS

Registered No. WB/SC-247 No. WB/Pt-1/94/SHILP-39

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Poush 29] Friday, January 21, 1994 [Saka 1915

Part 1-Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc. Government of West Bengal Education Department, Secondary Branch.

NOTIFICATION

No. : 877-Edn.(S) Dated : 24.12.93.

WHEREAS it is expedient to provide for the regulation of Anglo-Indian and other listed schools in West Bengal;

NOW, THEREFORE, the Governor is pleased hereby to make the following regulations : —

REGULATIONS

CHAPTER - I

Preliminary

1. Short title and commencement : —

(1) These regulations may be called the Code of Regulations for Anglo-Indian and other Listed Schools, 1993.

(2) It shall come into force on such date as the State Government may, by notification in the **official Gazette,** appoint.

2. Application : — This Code shall apply to :—

(a) all Anglo-Indian Schools;

(b) all listed schools; and

(c) all under graduate training colleges and such other institutions imparting either academic or vocational education through the medium of English as the State Government, in consultation with the State Board, may by order specify from time to time.

3. Power to amend the Code : —

The State Government may, after consultation with the State Board, alter or modify any regulation of this code.

4. Interpretation : —

The power to interprete any provision of this code is reserved to the State Government in the Department of Education.

5. Definitions : —

In this Code, unless the context otherwise requires

(1) "aided school" means a recognised school receiving aid of any kind whatsoever on a recurring basis, whether in the form of Governent Grant, or Dearness Allowance or the like :

(2) "Anglo-Indian School" means an institution, including all standards and divisions thereof, established under the Code of Regulations for European (now Anglo-Indian) Schools in Bengal (now West Bengal), 1929 (hereinafter referred to in this Code as the existing Code) and continuing as such on the date of coming into force of this Code, provided that such institution continues to fulfil the conditions for recognition laid down in this Code, and particularly in regulation 8.

Explanation : — For the purposes of this Code, any new school, applying for recognition, shall satisfy the State Board and the Department of Education that it has been established and is administered, by —

(a) Anglo-Indians, or

(b) Founders of existing recognised Anglo-Indian Schools, provided that such school fulfils the conditions for recognition laid down in this Code, and particularly in regulation 8 :

(3) "Board" means the Central Board of Secondary Education or any other Board of Examination recognised by the Government of India or any State Government :

(4) "Council" means the Council for the Indian School Certificate Examinations, New Delhi.

(5) "Department of Education" means Department of Education of the Government of West Bengal looking after School Education :

(6) "Deputy Director" means the Deputy Director of School Education

(Anglo-Indian Schools), West Bengal (hereinafter referred to in this Code as the D.D.S.E.);

(7) "Director" means the Director of School Education, West Bengal;

(8) "Founder" means the Christian Church, Registered Trust, Registered Society, Founding Body or Founder's Will which founded any Anglo-Indian School or any listed school or any under-graduate training college or other institution and manages the same;

(9) "Head" means the academic and administrative Head of any Anglo-Indian school or any listed school or any under-graduate training college or other Institution by whatever name called;

(10) "Listed school" means an English medium school which does not come under the purview of the definition of Anglo-Indian School but is recognised under this Code for the purpose of presenting candidates for the Council / Board Examination under such terms and conditions as the State Board and the Department of Education may prescribe, provided that such school fulfils the conditions laid down in Clauses (a), (b), (c), (d), (f), (g) and (h) of regulation 8.

(11) "Managing Committee" means the body of individuals entrusted by the Founder with the management of any Anglo-Indian school or any listed school or any under-graduate training college or other Institution;

(12) "recognised school" means a school rcognised by the State Government under this Code with or without any financial aid;

(13) "Secretary" means the Secretary of the Managing Committee;

(14) "staff" means members of both teaching and non-teaching staff of any Anglo-Indian school or any listed school or any undergraduate training college or other institution;

(15) "State Board" means the State Board for Anglo-Indian Eduation, West Bengal.

CHAPTER - II

Grant

6. Grant : —

A sum of money shall be annually granted by the State Government for Anglo-Indian Education in West Bengal. The object of the grant is to aid local exertion in maintaining efficlent schools conducted under the provisions of this

Code for the education of Anglo-Indian children, and children of other communities, and institutions for training teachers for such schools through the medium of English — the mother tongue of the Anglo-Indian community. The grant shall be administered by the Department of Education in consultation with the State Board.

7. Deputy Director to be responsible : —

The Deputy Director will be the officer responsible to the Department of education in respect of all Anglo-Indian schools, listed schools, under-graduate training colleges and other institutions to which the provisions of this Code apply.

8. Recognition of Schools : —

A list of recognised schools shall be maintained by the Department of Education. No school shall be recognised as an Anglo-Indian School or listed School Unless it satisfies the State Board and the Depatment of Education that —

(a) its financial stability is assured;

(b) Its Managing Body is properly constituted by the Founder;

(c) It is not run for personal profit;

(d) It has suitable and adequate accommodation and sanitary arrangements having regard to the number, age and sex of the pupils attending it;

(e) for the purpose of public examinations, it prepares and presents pupils for one or more of the examinations, conducted by the council, or a similar and equivalent examination approved by the State Board;

(f) It provides for such courses of study and instructions through the medium of English as approved by the council or the Board;

(g) it has adequate number of teachers having prescribed qualifications;

(h) it has proper facilities for physical education, library services, laboratory work, craft work and co-curricular activities;

(i) it will make available upto 50% annual admissions to eligible Anglo-Indian pupils whose parents/guardians are prepared to pay full fees;

(j) it will offer free studentship or part freestudentship to indigent Anglo-Indian pupils numbering not less than 5% of the total enrolment of the school.

Note : — Clauses (i) and (j) shall not apply to listed schools.

9. Application for recognition : —

(a) When a shcool desires recognition, an application has to be made to the D.D.S.E. in the prescribed form.

(b) The application alongwith all supporting documents will be put before the State Board for considerations. Should the State Board consider that a good prima facie case exists for such recognition, it will nominate a team of three members of the State Board including the D.D.S.E. to visit the school and submit the report to the State Government as to whether such recognition is to be given or not. A copy of this report shall be placed before the State Board for information.

(c) Every application for recognition will be entertained and considered by the appropriate authority and the decision therein shall be communicated to the applicant within a period of four months from the date of receipt of the application and where recognition is not granted, the reasons for not granting such recognition shall also be communicated to the applicant within the said period.

(d) Where recognition to a shcool is refused, any applicant aggrieved by such refusal may, within thirty days from the date of communication to him of such refusal, appeal against such refusal in the prescribed manner, to the Secratary, Department of Education (School, Education), Government of West Bengal, whose decision thereon shall be final and the State Board shall be informed of such decision

10. Eligibility for sending pupils for examination : —

Only those schools which are recognised under this Code will be eligible to send up pupils to the examinations recognised under this Code or for receiveing scholars who held Government schoolarships or to share any benefits under this Code.

11. Conduct of schools : —

Every school recognised by the State Government in any form whatsoever under the provisions of this Code will be conducted in the following manner : —

(a) No pupil shall be required to take part in any religious instruction that may be imparted in a recognised school or to attend any religious worship that may be conducted in such school or any premises attached thereto unless the parent or the guardian of the pupil has given his/her "no objection" thereto in writing :

(b) it shall not be a part of the Deputy Director's duties to enquire into any instruction in religious subjects given at any school or examine any pupil therein in religious knowledge or in any religious subject or book.

12. No Grant for religious subject : —

No grant shall be made or be continued on account of instruction in religious subejcts.

13. Withdrawal of recognition : —

(a) If, at any time, the D.D.S.E. considers on account of any deficiencies or defects that any shcool no longer fulfils the conditions for recognition laid down in this Code, he may, after giving an opportunity to the school to offer its explanation or defence, if any, recommend to the State Board the withdrawal of recognition of the school, giving reasons of such withdrawal of recognition. Provided that if the deficiencies or defects of the school are capable of immediate or early removal, the State Board may recommend suspension of recognition for such period as it may think fit, to enable the managing committee of the school to remedy the deficiencies or defects to the satisfaction of the State Board.

(b) Notice of withdrawal of recognition together with the reasons thereof shall be communicated to the Managing Committee of the school concerned, fourteen clear days before imposition of the penalty to enable it to examine the charges and correct the irregularities.

(c) Any Managing Committee aggrieved by withdrawal of recognition of the school managed by it, may, within 30 days from the date of communication to it of the withdrawal, prefer an appeal against such withdrawal to the Secretary of the Department of Education (School Education), Government of West Bengal.

14. Inspection : —

The school shall be open for inspection in all its departments by the Deputy Director at all reasonable times with or without notice.

CHAPTER - III

Management & Administration

15. Management of Schools : —

All schools approved and recognised under this code will be managed by a Managing Committee duly constituted and acting under specific rules which

the Department of Education may require the schools to submit for approval. Provision shall be made for the inclusion in the Managing Committee of two confirmed teachers elected by the confirmed teaching staff of the school, provided that such inclusion is not violative of the existing rules of the Founder. If necessary, the existing rules may be amended in favour of inclusion of such teacher representatives in the Managing Committee.

16. Notification to D.D.S.E : —

Whenever a Managing Comittee is constituted for a new term of office or whenever any change is made in the constitution of the Managing Committee, the D.D.S.E, shall be notified within four weeks of such change.

17. Meeting of Managing Committee : —

The general procedure for meetings of the Managing Committee shall be in terms of the rules and regulations to be drawn up, if it is not already there, and such rules shall expressly *(a)* state how meetings are called as well as the procedure to be followed at such meetings, *(b)* state the number of meetings (which should be at least one in every quarter) which the Managing Committee shall be required to hold *(c)* provide a method by which members of the Managing Committee shall be chosen, *(d)* provide for appointment and removal of Secretary of the Managing Committee, his functions, powers and duties in the academic & administrative interest of the school and also *(e)* provide for appointment, dismissal and service conditions, not inconsistent with the provisions of Chapter IV, of school teachers and non-teaching staff, including the Principal/Headmaster/Headmistress, in the employ of the school.

18. Power of the Managing Committee : —

The Managing Committee shall have the powers *(i)* to make rules not inconsistent with the provisions of this Code, from time to time, for its guidance, *(ii)* to deal with all matters in respect of which authority has been delegated to it by the Founder, *(iii)* to appoint the Principal / Headmaster / Headmistress and the Vice-Principal / Deputy Headmaster / Headmistress, if so empowered by the Founder.

19. Internal management : —

Subject to the general supervision of the Managing Committee, the Principal/Headmaster/Headmistress shall be responsible —

(a) for the internal management and administration of the school including supervision of classes, the tone and discipline of the school, school timetables, school library and laboratory, furniture and

equipment, admission of pupils and class supervisions, grant of casual leave to the teachers and other employees and allocation of duties to the teaching and non-teaching staff, and

(b) for organising all curricular activities and carrying out the decision of the Managing Committee and dealing with the Government Educational authorities as desired or directed by the school Managing Committee.

CHAPTER - IV
Terms & Conditions of Service of Staff

20. Payment of Salary, etc. : —

All schools recognised under this Code shall pay their teaching and non-teaching staff pay, house rent and medical allowances, Gratuity and Contributory Provident Fund in the scales not lower than those approved by the State Government in respect of Government aided schools affiliated to the West Bengal Board of Secondary Education or as prescribed under the relevant Provident Fund Act / rules of the Government of India.

21. Appointment : —

(a) Appointment of all categories of staff shall be made as per rules framed by the Founder. Every employee, whether a teaching or a non-teaching staff, shall be engaged by a letter of appointment which shall state clearly the type of employment offered — permanent, temporary or against a leave vacancy. The letter of appointment shall describe the nature of the duties, salary and emoluments, term for which the employment is offered, the period of probation, if any, requirement of training and manner of termination of the appointment.

(b) The employee must sign the letter (copy to be enclosed as token of acceptance.)

(c) In the case of an appointment against a permanent vacancy, the terms and conditions of appointment, salary scales, allowances, initial salary, and retiring benefits shall be stated clearly in writing and shall be signed by both the parties and returned to the school. A copy of the same shall be given to the teacher for future reference.

(d) A teacher joining another school, who was confirmed in a similar post in a school recognised by an authority acceptable to the Department of Education shall be entitled to advance increments at the rate of one

increment for every two years of completed continuous service in a single institution in the scale of pay of the post of the school the teacher is joining. A higher initial salary will be negotiable and will be left to the direction of Managing Committee.

(e) Oridinarily, a teacher appointed against a permanent vacancy will be placed on probation for one year from the date of appointment and such probation may be extended by NOT MORE than one year thereafter. In all cases of teachers appointed on probation, a letter terminating the service or extending the period of probation, as the case may be. shall be served to him/her, one month before the end of the probationary period failling which, the teacher will be deemed to be confirmed in that appointment.

(f) Untrained treachers will be entitled to the same scale of pay as trained teachers on condition that they will not earn any increment if they are not trained within five years from the date of appointment.

22. Termination of service : —

The service of a member of staff on probation may be terminated with one month's notice on either side or with one month's salary in lieu of notice without any reason being assigned by either party.

23. Termination of appointment of confirmed staff : —

The service of a confirmed member of staff may be terminated with three months' notice on either side or by the payment of three months' salary by either party in lieu of notice with adequate reasons being assigned by either party, provided that in the case of termination of the service of a confirmed member of staff by a school, the school shall pay the member an amount calculated at the rate of half a month's salary for each completed year of service upto a maximum of 10 month's salary in addition to Provident Fund and Gratuity as accrued.

24. Procedure for disciplinary action against confirmed staff : —

(a) The Head will frame charges after giving sufficient warning on the basis of the allegation against a staff and will bring it immediately to the notice of Managing Committee. No warning will, however, be necessary for gross misconduct.

(b) The Chairperson of the Managing Committee will appoint a person to conduct an enquiry.

(c) The employee shall be supplied with a copy of the charges together with a statement of allegations on which the charges are based.

(d) He/she will be required to submit within 10 days of the receipt of the charges and the statement of allegations a written statement to the Enquiring Officer in his/her defence and also to state whether he/she desires to be heard in person and adduce witnesses in his/her favour. He/she will have the right to have another person to defend him/her, if so desired, to adduce defence evidence.

(e) The Enquiring Officer will prepare a report of the enquiry with his findlings on each of the charges together with reasons thereof.

(f) The enquiry report will then be sent to the Chairperson of the Managing Committee who will issue a show-cause notice with proposed penalties, if any, and the employee will be called upon to reply to the show-cause notice within a fortnight of the receipt of such notice. Thereafter, the Managing Committee will take a final decision about the penalty, if any, that should be imposed. Provided that if the staff is aggrieved by the order of any disciplinary action leading to the dismissal or removal from service or reduction in rank, he/she may prefer a reference to an Arbitration Committee which will be appointed by the Chairman of the State Board and the decision of the Arbitration Committee will be final and such decision will be binding upon all concerned.

25. Suspension of Staff : —

(a) A staff may be suspended by the Head pending drawal of disciplinary proceedings in terms of regulation 24 and pending further action by the Managing Committee who should be informed of the action taken by the Head within three days.

(b) An employee who is placed under suspension shall be entitled to receive from the school a monthly subsistence allowane at the rate of 50% of total emoluments for a total period of 60 days.

(c) Should there be a delay on the part of the Managing Committee beyond 60 days in arriving at a decision, the subsistence allowance will continue to be paid at the rate of 75% of the total emoluments until the Managing Committee communicates its decision to the employee concerned.

(d) The subsistence allowance shall not be payable beyond a period of 2 months, if the delay in arriving at a decision is due to no fault of the Head or the Managing Committee, as for example, a delay caused by the employee or a Court Case initited by the employee.

(e) If he/she accepts any other paid employment during the period of suspension, the employee concerned shall not be entitled to any subsistance allowance for the period he/she is thus otherwise employed.

(f) In the case of an employee being exonerated from all charges, all arrears of pay and allowances will be paid to the employee for a total period of suspension.

26. Procedure for dismissal : —

The procedure for dismissal of the Principal / Headmaster / Headmistress will be initiated by the Founder and will follow the procedure laid down in regulations 24 and 25.

27. Communication to staff : —

All communications to the staff in the name of the Managing Committee will be made in writing by the Head/Secretary.

28. Forms to be incorporated in rules etc. : —

The following forms shall be incorporated in the rules and regulations of each individual school : —

(a) Form of agreement between the staff and the institution;

(b) Form of Charge Sheet;

(c) Form of Termination of Service;

(d) Form of Dismissal;

(e) Form of Appeal;

(f) Form of Service Record.

CHAPTER - V

Benefit

29. Provident Fund and Gratuity : —

(a) Every member of the staff will come under the provisions of the Employees' Provident Funds & Miscellaneous Provisions Act., 1952(19 of 1952)

(b) Gratuity will be paid to a member of the staff according to what the state Government may direct from time to time in respect of staff of

the Government aided schools afflliated to the West Bengal Board of Secondary Education.

30. Leave : —

(a) CASUAL LEAVE : 14 days causal leave on full pay in a year is permissible. The causal leave may be prefixed or affixed to any holiday or Sunday but the total period, including the holiday or Sunday, shall not exceed five days at a time. Sundays and holidays falling within the period of causal leave shall be counted as leave. Casual Leave shall not be tagged with any other leave or any long vacation.

(b) MEDICAL LEAVE : (i) A teacher or a non-teaching employee of a school may be granted 15 days leave on medical ground for each completed year of Service spent on duty on production of a medical certificate from a Medical Officer or a registered Medical Practitioner with the application for leave and fit certificate at the time of resuming duties. The total period of leave on medical ground which may accrue to the credit of a teacher or a non-teaching employee shall not exceed 365 days during the whole period of service in a school,

(ii) During the period on leave on medical ground, the teacher or the non-teaching employee will get a salary at the rate of full average pay.

(iii) Medical leave may be pre-fixed or affixed to a long vacation but not both.

(c) MATERNITY LEAVE : (i) Maternity leave may be granted to a confirmed teacher/non-teaching employee on full pay for a period which may extend upto the end of 3 months from the date of its commencement or to the end of 6 weeks from the date of confinement, whichever is earlier.

(ii) Any other kind of leave in continuation of maternity leave in continuation of maternity leave may be granted if the request for its grant is supported by a medical certificate.

(d) EXAMINATION LEAVE : (inclusive of the period of actual examination); Thirty days leave on full pay may be granted to a confirmed teacher who is appearing for a first qualifying graduation / post graduation and / or professional examination which, in the opinion of the Managing Committee will contribute to the effectiveness of his work in the school. Such leave may be granted not more than twice for any particular examination. Examination mentioned above may be taken to a limit of once in three years.

(e) LEAVE FOR PROBATIONERS : (i) A member of staff on probation may be granted 14 days' leave on pro-rata basis for the first year of probation.

(ii) Maternity leave may also be granted to a probationary teacher / non-teaching staff on full pay upto 4 weeks prior to the date of confinement and 4 weeks after confinement, provided that she has been in service for at least 9 months immediately preceding the date of delivery.

(f) SPECIAL LEAVE : Under extra ordinary circumstances Special Leave may be sanctioned at the discretion of the Managing Committee to a confirmed member of teaching / non-teaching staff for a maximum period of 2 years during the entire service period of the member, provided that the period shall not exceed one year within the first 10 years of service.

(g) OTHER LEAVE : In addition to Casual, Maternity and Medical leave, clerical and non-teaching employees will be entitled to —

Annual leave	...	...	30 days
Full day	...	...	48 days (Sundays)
Half day (48)	...	...	24 days (Saturdays)
Gazetted Holidays	...	...	16 days.
			118 days

31. Superannuation : —

The age of superannuation of the staff will be at par with the staff of Government aided schools affiliated to the West Bengal Board of Secondary Education.

32. Number of working days / hours : —

The number of working days / hours should be as required by the Board of Examination to which the school is affiliated.

33. Maximum number of teaching period in a week : —

The maximum number of teaching period in a week should not exceed 25 periods (in a 36-period week) or 28 periods (in a 40-period week).

34. Provisions of existing Code to continue : —

Notwithstanding anything contained in this Code, the provisions of Chapters IV, V, VI, VII, VIII, IX, X, XI, XII, and XIII of the existing Code shall, after the coming into force of this Code, continue in forced in so far as they are not inconsistent with the provisions of this Code until they are repealed or amended.

By order of the Governor,

J. R. Saha

Secretary to the Government of West Bengal.

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/99/4644

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Baishakha 8] Wednesday, April 28, 1999 [Saka 1921

Part I — Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
HIGHER SECONDARY BRANCH

NOTIFICATION

No.243-SE (HS)
10R-2/97

Dated, the 17th November, 1998.

WHEREAS it is expedient to amend the Code of Regulations for Anglo-Indian and other listed Schools, 1993 as published in the Calcutta Gazette Extra Oridinary on Friday, Jaunary 21, 1994 under this Department's Notification no. 877-Edn. (S) dt. 24.12.93, (hereinafter referred to as the said regulations) for the purposes and in the manner hereinfafter appearing.

NOW THEREFORE, the Governor is pleased to make the following amendment with effect from the date of its publication in the official Gazette:

AMENDMENT

1. For provisio to clause (f) of the Regulation 24 of the said Regulations, the following clause shall be substituted : "Provided that any employee who is dismissed, removed or reduced in rank may, within a period of 90 days from the date of communication to him/her of the order of such dismissal, removal or reducation in rank, appeal against such order to the Tribunal constituted under Section 24A.

2. After Regulation 24, a new Regulation 24A shall be inserted in the said Regulation as under :

"24A Constitution, function and working procedure of the Tribunal.

a) The School Education Department shall by appropriate order and in consultation with the Judicial Department of this Government constitute a Tribunal to be known as the Codified School Tribunal, consisting of one person, who shall be called the Presiding Officer. Provided that no person shall be so appointed unless he has held office not below the rank of a District Judge or any equivalent Judicial office ;

b) If any vacancy, other than temporary absence, occurs in the office of the Presiding Officer of the Tribunal, the Department of School Education shall, in consultation with the Judicial Department of this Government, appoint another person to fill the vacancy;

c) The Presiding Officer as appointed shall ordinarily held office for a term of three years;

d) The Department of School Education shall make available to the Tribunal such staff and funds as may be necessary for the discharge of its functions under this Code.

e) The Tribunal shall have power to regulate its own procedure in matters connected with the discharge of its functions;

f) In conducting the hearing of an appeal, the Tribunal shall follow the principles of natural justice and endeavour to dispose of such appeal as expeditiously as possible and preferably within a period of three months from the date of preferring such appeal".

g) The Tribunal shall for the purpose of disposal of an appeal preferred under this Code be deemed to have the same powers as are vested in a court of appeal by the Code of Civil Procedure, 1908 including the power to stay the operation of the disciplinary action appealed against, as an interim measure, on such terms as it may think fit.

h) The decision of the Tribunal, be it of dismissal of the appeal by upholding the disciplinary action complained of or by allowing the appeal, thereby setting aside such disciplinary action, or otherwise shall be final and binding on all parties concerned.

By Order of the Governor,

NIKHILESH DAS

Secretary to the Govt. of

West Bengal

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
ANGLO-INDIAN SCHOOLS BRANCH
BIKASH BHAVAN, 7TH FLOOR
SALT LAKE, KOLKATA - 91

No. : 281(250)SC/AIS Dated, Kolkata, the 5th July, 2001.

From : The Deputy Director of School Education
Anglo-Indian Schools, West Bengal.

To : The All Heads of Institutions
(Anglo-Indian Schools and listed Schools).

This Directorate has been receiving letters from Schools for countersignature on Transfer Certificates issued to students. Very often it is found that students coming down to Kolkata from Darjeeling, Jalpaiguri, Siliguri, Cooch-Behar, Malda, Uttar Dinajpur, Nadia and other districts of South Bengal. This is a serious problem for students that they have been compelled to get this Transfer Certificate countersigned and come to this office from distant places spending time, energy and money.

Further it is noticed that some school authorities are asking for coutersignature on Transfer Certificates issued to the students who have already passed School Leaving Examination like Madhyamik, ICSE, CBSE etc.,

Now after careful consideration of all the matters it is decided in the interest of Public service that Schools situated in a district shall submit such Transfer Certificate to the respective District Inspector of Schools (Secondary Education) of the District for countersignature. The District Inspector of Schools (SE)/Additional District Inspector of Schools after being fully satisfied as to the genuinity of such certificate and entries made therein will countersigned the Transfer Certificate.

In case of Transfer Certificate issued to a students already passed ICSE/CBSE examination, it is observed that it is deregatory order that ICSE/CBSE Examination passed students requires authentication as to the credibility of standard of his education. The Schools demanding Transfer Certificate to be countersigned by the Education Officer of this State for such admission in Class XI is doing detrimental activity to the cause of education. It is discouraged. This order takes immediate effect.

Sd/- Md. M. Mohsin.
DDSE (AIS) WB

No. : 281(250)/1(17)SC/AIS Dated, Kolkata, the 5th July, 2001.

Copy forwarded for information and necessary action to all the District Inspector of Schools (SE).

Sd/-
DDSE (AIS) WB

ITEM NO. 14

GOVT. SPONSORED SCHOOLS

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/2001/5388

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

[Baishakha 21] Friday, May 11, 2001 [Saka 1923

Part I — Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

NOTIFICATION

No. : 663-SE(S)/10R-3/95 Dated, Kolkata the 2nd May, 2001.

In exercise of the power conferrd by sub-section (1), and in particular, by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal. Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendment in the Management of Sponsored Institutions (Secondary) Rules, 1972, published with this Department notification No. 264-Edn. (S) dated the 8th March, 1972, at pages 537 to 540 of part-I of the *Calcutta Gezette, Extraordinary,* dated the 9th march, 1972, as subsequently amended (hereinafter referred to as the said rules) :—

AMENDMENT

In the said rules, —

(1) after sub-rule (xi) of rule 23, *insert* the following sub-rule : —

"(xii) impose minor penalties, like stoppage of one to three increments in pay, reduction of pay in the time scale and censure, with the prior approval of the Baord, in case of lapses on the part of permanent or temporary teachers and other employees of an Institution, which do not warrant removal or dismisal of the persons concerned. In all such cases the committee shall observe the procedure laid down in sub rule *(8)* of rule 28

in the Management of Recognised Non Government Institutions (Aided and unaided) rules, 1969",

(2) after rule 23, *insert* the following rule: —

"23A. SUSPENSION FOR PREVENTIVE DETENTION —

In the case of teaching and non-teaching staff of an institution detained in custody for a period exceeding 48 hours under any law providing for preventive detention or as a result of a proceeding for a preventive detention either on a criminal charge or otherwise, such staff shall be deemed to have been suspended by an order of the appointing authority, with effect from the date of detention and shall remain under suspension until further orders.

A teaching or non-teaching staff who is undergoing a sentence of imprisonment shall also be dealt with in the same manner, pending a decision on the disciplinary action to be taken against him,";

(3) after rule 25, *insert* the following rules : —

"26. Staff Council: —

The committee of each institution shall constitute a Staff Council composed of all whole-time teaching and non-teaching staff, permanent and temporary, working against sanctioned posts or sanctioned additional posts for not less than two years, with the Head of the Instutution as its President. The Secretary of the Council shall be elected from amongst its members. The Council may discuss all matters of academic interest and other problems relating to the development of the institution and may recommend to the Committee, measures for improvement of the institution. The Committee shall record the action taken on the recommendation indicating reasons in the case of its non-implementation. The Head of the Institution shall convene the meeting of the Staff Council once in every three months in an academic year.

27. Academic Council : —

(1) The Committee of each Institution shall constitute an Academic Council composed of the Head of the Institution, the Assistant Headmaster or Assistant Headmistress, if there be any, as the case may be, and not more than 3 members elected from amongst the members of the teaching staff including the Librarian and the Assistant Librarian where there is one, working against sanctioned posts or sanctioned additional posts for not less than two years.

The Head of the institution and the Assistant Headmaster or the Assistant Headmistress, as the case may be, shall be the President

and the Secretary of the council respectively. Where there is no Assistant Headmaster or Assistant Headmistress, one from amongst the elected members shall be elected Secretary of the Academic Council. In case of any casual vacancy, it shall be filled up by election at a meeting convened for the purpose. The Head of the institution shall preside over the meeting.

In case of an Institution with Higher Secondary Classes (Class XI and XII) recognised by the West Bengal Council of Higher Secondary Education, the total number of members of the Academic Council including the President and the Secretary shall, in no case, exceed 5.

(2) The Head of the Institution shall convene a meeting within one month from the first meeting of the newly constituted or reconstituted Managing Committee and the teacher members including Librarian, Assistant Librarian, if any, of the Academic Council shall be elected in that meeting. Where there is an Ad-hoc Committee or an Administrator, the Acdemic Council shall be constituted as per Provisions of this rule as and when directed by the Executive Committee and shall continue to function for the period determined by the Executive Committee from time to time. The Head of the Institution shall convene the meeting of the Academic Council once in every two months in an academic year,";'

(3) The Council may discuss matters connected with (i) admission, (ii) promotion, (iii) selection of books, (iv) time table of School hours and (v) measures relating to the improvement of teaching and co-curricular activities. The Head of the Institution shall, ordinarily, be guided by the advice of the Council in matters specified above. But the Head of the Institution may, for reasons to be recorded in writing, overrule the advice of the Council, in which case any member of the Council who may be in disagreement with the decision taken by the head of the Institution, may refer the matter to the Committee whose decision thereon shall be final. Selection of books shall be made in consultation with the subject teachers of the institution. In selecting books, shcools should exercise the greatest care and a book, once prescribed, shall be allowed to continue at least for 3 years, unless there are compelling reasons for a change :

28. Meeting with guardians : —

The Head of the Institution shall convene meeting with guardians twice in an academic year. The Head of the Institution shall convene meeting

claswise with subject-teacher and guardians twice in an academic year without hampering the studies of the pupils. In every Institution, "Guardians' Week" shall be observed once in a year.

29. Number of days for instructional work : —

(1) The total number of days including Saturdays which will be half-holidays, available for instructional work of an educational institution shall not fall below 200 days in an academic year. The days on which class examinations and other school activities are held shall not be included within the period of 200 days earmarked for instructional work of the institution.

(2) Classes will not be kept suspended in the school on account of holding examination, other than the examination conducted by the West Bengal Board of Secondary Education and the West bengal Council of Higher Secondary Education.

(3) No classes shall be kept suspended in the school for giving free time to the student to prepare for their annual examination or for any other school actitivities.

30. Holding the classes on regular basis etc. : —

All teachers shall regularly take classes allotted to them in the time-table and complete the prescribed syllabus within the stipulated period of the academic year. To monitor and maintain the prescribed rate of progress of the students in their course of studies, teachers should go by the announced programme of periodical examinations of the school, set up question papers, perform invigilation duty in the examination halls, and take up evaluation of answer scripts and according of marks, writing of progress reports, pbulication of results therof in time and submission of the progress reports in the Head of the institutions for transmission of the same to the guardians for their knowledge, signature and comments, if any. Schools shall also so arrange that the students can take home the examined answer scripts of all the periodical examinations, save and except annual examination, for perusal of their guardians for their knowledge in respect of attainments of their wards on condition that they must return the scripts with the signature of the guardians to their schools within seven days from the date of receipt of the scripts from the school.

31. Invigilation duties etc. to be performed by teachers : —

Invigilation duties and evaluation of answer scripts in examinations conducted by the West Bengal Board of Secondary Education and the West

Bengal Council of Higher Secondary Education shall fall withi the bounden duties and functions of a teacher serving in a Secondary School and a Higher Secondary School and the non-teaching staff shall perform other duties as may be allotted to them."

By Order of the Governor,

NIKHILESH DAS
Secretary to the Govt. of
West Bengal

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 47-SE(S) Dated, Calcutta, the 17th January, 1996.

From : Shri P.N. Bhaduri,
Joint Secratary to the Govt. of West Bengal.

To : The Director of School Education,
West Bengal.

Sub. : Leave rules for the Sponsored Institutions.

The undersigned is directed to say that the question of effecting the "Leave Rules" for the Teaching and Non-teaching staff of the Sponsored Secondary Staff of the Sponsored Secondary and Higher Secondary Institutions was udner consideration of the Government for some time past. In consideration of the difficulties now being faced by the employees of the Sponsored Institutions the State Government in the Education Department has decided to apply with retrospective effect the "Leave Rules" to the employees of the Sponsored Institutions mentioned above as incorporated in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969 as amended from time to time.

All concerned are directed to follw this decision.

Sd/- P.N. Bhaduri
Joint Secretary.

GD//

No. : 47/1(3)-SE(S)

Copy forwarded to :—

1. The Secretary, West Bengal Board of Secondary Education.
2. The Secretary, West Bengal Council of Higher Secondary Education.
3. The Secretary, West Bengal Board of Madrasah Education.

for information and necessary action.

Calcutta,
The 17th January, 1996 -

Sd/- P. N. Bhaduri
Joint Secretary

No. : 47/2(1)-SE(S)

Copy forwarded to :—

The Director of Pension, Provident Fund & Group Insurance, Purta Bhavan, Salt Lake, Calcutta - 91.

for information and necessary action.

Calcutta,
The 17th January, 1996 -

Sd/-
Joint Secretary

ITEM NO. 15

MANAGING COMMITTEE

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
APPOINTMENT BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 27/JS (SE)/2000 Dated, Calcutta, the 23rd February, 2000.

From : Sri D. Basu,
Joint Secretary to the Govt. of West Bengal.

To : The President,
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta - 700 016.

Sub. : Supersession of Managing Committee of the Schools.

Sir,

Under Rule 8(1) of the Management of Recognised Non-Government Institutions (Aided & Un-aided Rules, 1969) as amended upto 1984, it has been laid down that the Executive Committee have the power to supersede the Managing Committee of a School which has, in its opinion not been functioning properly and appoint an administrator or an Ad-hoc Committee to exercise the powers and perform the function of the Committee. It has further been laid down in the proviso to the Rule 8(1) that before superseding a Committee, the Executive Committee shall have due regard to the report of the Director of School Education and shall afford a reasonable Opportunity to the Committee to present its case before the Executive Committee. I am accordingly directed to request you to strictly apply the Rule 8(1) as aforesaid in consultation with the Director of School Education, West Bengal.

In case of appointment of Administrator in a School, it is desirable that any in-service officer of the School Education Directorate/Department who is supposed to be conversant with Rules / Regulations etc. of School Administration, should be selected.

Yours faithfully,
Sd/- D. Basu
Joint Secretary.

No. : 27/1(1)-JS(SE), Dated, Calcutta, the 23rd February, 2000.

Copy forwarded to the Director of School Education, West Bengal.

Sd/- D. Basu
Joint Secretary.

No. : 76 (24)-Sc/G, Dated, Calcutta, the 8/12.6.2000.

Copy forwarded to the District Inspector of Schools (SE), with the request to take action as per instruction given in the last para of the Government Order henceforth.

Sd/- P. K. Banik
for Director of School Education,
West Bengal

Manju

Registered No. WB/SC-247 No. WB/DTP/Pt.I/CPS/2001/5388

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

Kartika 23] Tuesday, November 14, 2000 [Saka 1922

Part I — Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH

NOTIFICATION

No. : 2009-SE(S) Dated, the 3rd November, 2000.

In exercise of the power conferrd by sub-section (1), and in particular, by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal. Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendment in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, as subsequently amended (hereinafter referred to as the said rules) :—

AMENDMENT

In the said rules, —

(1) for clause (iii) of rule 6, substitute the following clause : —

"(iii) Six guardians in the case of institutions having classes - XI & XII recognised by the West Bengal Council of Higher Secondary Education and or X-class High Schools and 3 guardians in the case of Jr. High Schools to be elected or nominated, as the case may be, in the manner laid down in sub rule (2) of rule 6A";

(2) in rule 28 : —

(a) in sub-rule (8a), for the works "stoppage of one increment in pay", substitute the words "stoppage of one to three increments in pay".

(b) after sub-rule (8a), insert the following sub-rule : —

"(8b) In the case of teaching and non-teaching staff of an institution detained in custody for a period exceeding 48 hours under any law providing for preventive detention or as a result of a proceeding for preventive detention or as a result of a proceeding either on a criminal charge or otherwise, such staff shall be deemed to have been suspended by an order of the appointing authority, with effect from the date of detention and shall remain under suspension until further orders.

A teaching or non-teaching staff who is undergoing a sentence of imprisonment shall also be dealt with in the same manner, pending a decision on the disciplinary action to be taken against him,";

(3) in rule 29, after the word "non implementation"; add the words "The Head of the Institution shall convene the meeting of the Staff Council in every three months in an academic Year";

(4) in rule 30 : —

(a) in sub-rule (2), after the word "time"; add the words "The Head of the Institution shall convene the meeting of the Academic Council once in every two months in an academic Year,";

(b) in sub-rule (3), after the word "final"; add the words "Selection of books shall be made in consultation with the subject-teachers of the Instn. In selecting books, schools should exercise the greatest care, and a book once prescribed, shall be allowed to continue at least for 3 years., unless there are compelling reasons for a change";

(5) after rule 33, *insert* the following rules : —

34. Meeting with guardians : —

The Head of the Institution shall convene meeting with guardians twice in an academic year. The Head of the Institution shall convene meeting classwise with subject-teacher and guardians twice in an academic year

without hampering the studies of the pupils. In every Institution, "Guardians' Week" shall be observed once in a year.

35. Number of days for instructional work : —

(1) The total number of days including Saturdays which will be half-holidays, available for instructional work of an educational institution shall not fall below 200 days in an academic year. The days on which class examinations and other school activities are held shall not be included within the period of 200 days earmarked for instructional work of the institution.

(2) Classes will not be kept suspended in the school on account of holding examination, other than the examination conducted by the West Bengal Board of Secondary Education and the West bengal Council of Higher Secondary Education.

(3) No classes shall be kept suspended in the school for giving free time to the student to prepare for their annual examination or for any other school actitivities.

36. Holding the classes on regular basis etc. : —

All teachers shall regularly take classes allotted to them in the time-table and complete the prescribed syllabus within the stipulated period of the academic year. To monitor and maintain the prescribed rate of progress of the students in their course of studies, teachers should go by the announced programme of periodical examinations of the school, set up question papers, perform invigilation duty in the examination halls, and take up evaluation of answer scripts and recording of marks, writing of progress reports, publication of results therof in time and submission of the progress reports in the Head of the institutions for transmission of the same to the guardians for their knowledge, signature and comments, if any. Schools shall also so arrange that the students can take home the examined answer scripts of all the periodical examinations, save and except annual examination, for perusal of their guardians for their knowledge in respect of attainments of their wards on condition that they must return the scripts with the signature of the guardians to their schools within seven days from the date of receipt of the scripts from the school.

37. Invigilation duties etc. to be performed by teachers : —

Invigilation duties and evaluation of answer scripts in examinations conducted by the West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education shall fall within the bounden duties and functions of a teacher serving in a Secondary School and a Higher Secondary School and the non-teaching staff shall perform other duties as may be allotted to them."

By Order of the Governor,
NIKHILESH DAS
Secretary to the Govt. of
West Bengal

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA - 16

Circular No. : S/63 Dated, Kolkata, the 16th January, 2001.

From : Dr. Pradyot Kumar Haldar, Secretary.

To : **THE HEADS OF ALL RECOGNISED SECONDARY SCHOOLS.**

Sub. : Rules for Composition of the Committee for Constitution or re-constitution of the Managing Committee of Recognized Non-Govt. Institutions (Aided & Unaided) ... Amendmets of ...

Consequent upon the Publication of Government Notification No. 2009-SE(S) dated 3.11.2000 in the Extraordinary Issue of the Calcutta Gazette dated November, 14, 2000, the Executive Committee of the Board in its meeting dated 18.12.2000 resolved that the following amendment will be effective from the date of Government Notification, that is from November, 03, 2000.

AMENDMENT

In the Rules for Management of Recognised Non-Govt. Institutions (Aided and Unaided) Rules 1969, as amended.

(1) for clause (iii) of rule 6.

Substitute the clause : — "Six guardians in the case of institutions having classes - XI and XII recognised by the West Bengal Council of Higher Secondary Education and/or X-class High Schools and 3 guardians in the case of Jr. High Schools to be elected or nominated, as the case may be, in the manner laid down in sub rule (2) of rule 6A";

N.B. — (a) The Managing Committee of the Schools enjoying the extension of tenure till 30.4.2001 and have initiated steps for reconstitution will be governed under the provisions of Rules ante and such reconstitutions must be completed within the scheduled date.

(b) The above Circular will not be applicable in respect of those schools where contrary order from the Hon'ble Court prevails.

(PRADYOT KUMAR HALDAR)
Secretary.

Memo No. : S/63(13) Dated, Kolkata, the 16th January, 2001.

Copy forwarded for information and necessary action to : —

1) The Secretary, School Education Department
Government of West Bengal
Bikash Bhavan, Salt Lake City, Kolkata - 91.
2) The Director of School Education, West Bengl
Bikash Bhavan, Salt Lake City, Kolkata - 91.
3) The District Inspector of Schools (SE) of all districts for circulation to recognized schools.
4) The Dy. Secy/(Academic) for publication in the next issue of the "Parsad Varta"
5) The Recognized Teachers' Associations.
6) O.S.D., W.B.B.S.E.
7) Meeting Section.
8) P.A. to President, W.B.B.S.E.
9) P.A. to Secretary, W.B.B.S.E.
10) All General Section, W.B.B.S.E.
11) All Regional Officers, W.B.B.S.E.
12) All Board Members, W.B.B.S.E.
13) All Law Sections, W.B.B.S.E.

Sd/ A.K. Bose
For Secretary

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA - 16

Circular No. : S/64 Dated, Kolkata, the 16th January, 2001.

From : Dr. Pradyot Kumar Haldar, Secretary.

To : THE HEADS OF ALL RECOGNISED SECONDARY SCHOOLS.

Sub. : Amendments in the Management of Recognised non-Government Institutions (Aided and Unaided) Rules, 1969, as amended.

In continuation of the Board's Circular No. S/63 dt 16.1.2001 on the above subject, it is notified for information of all concerned that the Education Department (Secondary Branch), Government of West Bengal under its Notification No 2009 SE (S) dt. 3.11.2000 as published in the Extraordinary Issue of Calcutta Gazette dated November, 14, 2000 have made the following amendments in the Rules for Management of Recognized Non-Government Institutions (Aided & Unaided), 1969 as amended (Referred to as the said Rules), and the Executive Committee of the Board resolved that the amendments will be effective from the date of Government Notification.

AMENDMENTS

"(2) In rule 28, —

(a) in sub-rule (8a), for the words "stoppage of one increment in pay", substitute the words "stoppage of one to three increments in pay".

(b) after sub-rule (8a), insert the following sub-rule : —

"(8b) In the case of teaching and non-teaching staff of an institution detained in custody for a period exceeding 48 hours under any law providing for preventive detention or as a result of a proceeding for preventive detention or as a result of a proceeding either on a criminal charge or otherwise, such staff shall be deemed to have been suspended by an order of the appointing authority, with effect from the date of detention and shall remain under suspension until further orders.

A teaching or non-teaching staff who is undergoing a sentence of imprisonment shall also be dealt with in the same manner, pending a decision on the disciplinary action to be taken against him,";

(3) in rule 29, after the word "non implementation"; add the words "The Head of the Institution shall convene the meeting of the Staff Council in every three months in an academic Year";

(4) in rule 30 : —

(a) in sub-rule (2), after the word "time"; add the words "The Head of the Institution shall convene the meeting of the Academic Council once in every two months in an academic Year,";

(b) in sub-rule (3), after the word "final"; add the words "Selection of books shall be made in consultation with the subject-teachers of the Instn. In selecting books, schools should exercise the greatest care, and a book once prescribed, shall be allowed to continue at least for 3 years., unless there are compelling reasons for a change";

(5) after rule 33, *insert* the following rules : —

34. Meeting with guardians : —

The Head of the Institution shall convene meeting with guardians twice in an academic year. The Head of the Institution shall convene meeting classwise with subject-teacher and guardians twice in an academic year without hampering the studies of the pupils. In every Institution, "Guardians' Week" shall be observed once in a year.

35. Number of days for instructional work : —

(1) The total number of days including Saturdays which will be half-holidays, available for instructional work of an educational institution shall not fall below 200 days in an academic year. The days on which class examinations and other school activities are held shall not be included within the period of 200 days earmarked for instructional work of the institution.

(2) Classes will not be kept suspended in the school on account of holding examination, other than the examination conducted by the West Bengal Board of Secondary Education and the West bengal Council of Higher Secondary Education.

(3) No classes shall be kept suspended in the school for giving free time to the student to prepare for their annual examination or for any other school actitivities.

36. Holding the classes on regular basis etc. : —

All teachers shall regularly take classes allotted to them in the time-table and complete the prescribed syllabus within the stipulated period of the

academic year. To monitor and maintain the prescribed rate of progress of the students in their course of studies, teachers should go by the announced programme of periodical examinations of the school, set up question papers, perform invigilation duty in the examination Halls, and take up evaluation of answer scripts and recording of marks, writing of progress reports, publication of results therof in time and submission of the progress reports to the Head of the institutions for transmission of the same to the guardians for their knowledge, signature and comments, if any. Schools shall also so arrange that the students can take home the examined answer scripts of all the periodical examinations, save and except annual examination, for perusal of their guardians for their knowledge in respect of attainments of their wards on condition that they must return the scripts with the signature of the guardians to their schools within seven days from the date of receipt of the scripts from the school.

37. Invigilation duties etc. to be performed by teachers : —

Invigilation duties and evaluation of answer scripts in examinations conducted by the West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education shall fall within the bounden duties and functions of a teacher serving in a Secondary School and a Higher Secondary School and the non-teaching staff shall perform other duties as may be allotted to them."

Sd/- Pradyot Kumar Haldar
Secretary.

Memo No. : S/64(13) Dated, Kolkata, the 16th January, 2001.

Copy forwarded for information and necessary action to : —

1) The Secretary, School Education Department
Government of West Bengal
Bikash Bhavan, Salt Lake City, Kolkata - 91.

2) The Director of School Education, West Bengl
Bikash Bhavan, Salt Lake City, Kolkata - 91.

3) The District Inspector of Schools (SE) of all districts for circulation to recognized schools.

4) The Dy. Secy/(Academic) for publication in the next issue of the "Parsad Varta"

5) The Recognized Teachers' Associations.

6) O.S.D., W.B.B.S.E.

7) Meeting Section.

8) P.A. to President, W.B.B.S.E.

9) P.A. to Secretary, W.B.B.S.E.

10) All General Section, W.B.B.S.E.

11) All Regional Officers, W.B.B.S.E.

12) All Board Members, W.B.B.S.E.

13) All Law Sections, W.B.B.S.E.

Sd/- A. K. Bose
For Secretary

বিজ্ঞপ্তি

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA - 16

Circular No. : S/435A   Dated, Kolkata, the 6th June, 2001.

From : Dr. Pradyot Kumar Haldar, Secretary.

To : THE HEADS OF ALL RECOGNISED SECONDARY SCHOOLS.

Sub. : Amendments of the Management of Recognised non-Govt. Institutions (Aided and Unaided) Rules, 1969.

In continuation of the Board's Circular Nos. S/63 and S/64 dt 16.1.2001 it is notified for information of all concerned that the State Government under Notification No. 543-SE (S) Dated, Kolkata the 4th April, 2001 have made the following amendments in the Management of Recognised Non-Government Institutions (Aided & Unaided) Rules, 1969 as amended (Referred to as the said Rules), and the Executive Committee of the Board resolved that these amendments are effective from the date of Government Notification.

AMENDMENTS

"In the said rules : —

(1) in clause (iii) of rule 6, after words "six guardians" insert the words" of whom two shall be women in case of a girls' school.

(2) after clause (i) of sub-rule (1) or rule 28, insert, the following clause : —

"i(a) to appoint, in accordance with the directions given by the Director or in his behalf, teachers and other employees against the leave/lien/ deputation vacancies, if available, within the sanctioned strength.".

Sd/- Pradyot Kumar Haldar
Secretary.

ITEM NO. 16

MISCELLANEOUS

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
PRIMARY BRANCH

No. : 11-Edn (P) Dated Calcutta, the 9th January, 1991.

From : Shri H.P. Mukhopadhyay, I.A.S.,
Joint Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal (Primary Branch).

Sub. : Minimum age for admission to Class I of recognised schools in the State.

The undersigned is directed to say that the question of fixing afresh the minimum age of admission of children to Class I of recognised schools in the State has been under consideration of the State Govt. in the School Education Department for some time past.

2. After careful consideration of the matter the Governor has been pleased to order that the minimum age of admission of children to Class I of recognised schools in the State shall generally be 5 years but not, exceed 7 years on the date of commencement of an academic year with effect from the academic year 1991-92.

3. Admission to Class I will, however, be allowed to a boy or a girl who completes 5 years of age within 90 (Ninety) days from the date of commencement of the academic year.

4. All concerned may be informed accordingly.

Sd/-
Joint Secretary

RAO/91.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH
WRITERS' BUILDINGS, CALCUTTA-1

No. : $\frac{\text{275-Edn (S)}}{\text{14A-4/91}}$ Dated Calcutta, the 13th March, 1992.

NOTIFICATION

In Education Department Notification No. $\frac{\text{1288-Edn (S)}}{\text{14A-4/91}}$ dated, the 27th September, 1991 the Government constituted a Committee to review the Syllabus of the Alim Examination of the West Bengal Madrasah Education Board and to recommend revision of the said syllabus to make it equivalent to the Madhyamik Examination of the West bengal Board of Secondary Education.

The Committee examined the issue carefully and unanimously resolved in its meeting dated the 4th December, 1991, to recommend revision of the Syllabus and curriculum of the Alim Examination of the West Bengal Madrasah Education Board as under, in order to make it equivalent to the Madhyamik Examination of the West Bengal Board of Secondary Education.

Revised syllabus of Alim Examination of the West Bengal Madrasah Education.

A. Compulsory Subjects

		Name of Subject	Course Content	Allotment of Marks
Language	1.	English	As that of MP/HM	100
Group	2.	Bengali or Urdu or any recognised Indian Language	As existing	100
	3.	Arabic	Do	Paper-I 100 Paper-II 50
Islamic	4.	Hadith	As existing	100
Studies	5.	Tafsir	Do	100

		Name of Subject	Course Content	Allotment of Marks
Group	6.	Figh	Do	50
	7.	Faraid	Do	50
Science	8.	Mathematics	As that of MP/HM	100
Group	9.	Physical Science	As existing	50
	10.	Life Science	Do	50
Social Science	11.	History	As existing plus Indian History of 50 marks	100
Group	12.	Geography	As existing	50

B. Additional Subjects (any one of 100 marks)

1. Persian 2. Urdu 3. Bengali 4. Additional Mathematics 5. Biology.

After careful consideration of the recommendation of the said Committee in regard to revision of syllabus and curriculum of the Alim Examination of the West Bengal Madrasah Education Board in order to make it equivalent to the Madhyamik Examination of the West Bengal Board of Secondary Education, the Governor is pleased to accept the recommendation of the committee as noted above and the said revised syllabus and curriculum be introduced from the academic session 1992-93.

The Governor is also pleased to direct that on introduction of the revised syllabus (re-oriented syllabus), the Alim Examination of the West Bengal Madrasah Education Board shall be treated as equivalent to the Madhyamik Examination of the West Bengal Board of Secondary Education for all purposes.

Sd/- Illegible

Secretary (SE)

GOVERNMENT OF WEST BENGAL
COUNCIL OF HIGHER SECONDARY EDUCATION
BIKASH BHAVAN, NORTH & EAST BLOCK (2ND FLOOR),
SALT LAKE, CALCUTTA-700 091

No. : 2368/D.S. (A) S.D/92 Dated Calcutta, the 23rd April, 1992.

From : The Deputy Secretary (Academic)
W. B. Council of H. S. Education.

To : The Secretary,
Government of W.B. Education Department,
(Secondary Branch) Writers' Buildings, Calcutta-700 001.

Sub. : Consideration of Alim Passed Students of W.B. Madrasah Education Board, for admission in to H.S. Course of the West Bengal Council of H.S. Education.

Sir,

Undersigned beg to draw your kind attention to the following decision of the H.S. Council as to the subject matter referred to above at its meeting held on 11.2.92. The decision is reproduced below —

"After detailed discussion it was resolved that pursuant to Madrasah Board's decision to modify the Alim Syllabus in line with the Syllabus of the W.B. Board of Secondary Education Alim passed students be treated for the purpose of admission to H.S. Course at par with the students passing the Madhyamik Pariksha."

Your Office may please be instructed to kindly acknowledge the receipt of the letter.

Yours faithfully,

Deputy Secretary (Academic)

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-700 091

No. : 163-Edn (B) / 1M-13/92 Dated Calcutta, the 11th May, 1994.

MEMORANDUM

The undersigned is directed by order of the Governor to say that in partial modification of provision under para 7 (0) of the West Bengal, Recognised Non-Govt. Educational Institution Employees (Dearth-cum-Retirement Benefit) Scheme 1981, the Governor has been pleased to order as follows:

In cases where the Matriculation certificate of employees does not show the actual date of birth and instead shows the age of the candidate as on the 1st March of the year in which the examination was held in terms of years and months only excluding days, appropriate authority of the Government may alter the date of birth, recorded in the Service Book to correspond to the actual date of birth, if the employee concerned is able to produce acceptable documentary evidence in the form of an extract from Birth Register or Admission Register of the Educational Institution concerned etc. in support of the actual date of birth claimed by him. The decision to retire him shall be taken on the basis of such altered date of birth. Where, however, the date of birth of an employee has been recorded as the first day of a month on the basis of Matriculation Certificate showing the age as on the 1st March of the year in which the examination was held in terms of years and months only and where it is not possible to ascertain the exact date of birth on the basis of any acceptable documentary evidence like extract from the birth Register or Admission Register of the Educational Institution concerned etc., it shall be presumed that the actual date of birth of the employee was a day other than the first day of the month and he may be allowed to retire on the 1st day of the same month instead of the last day of the previous month.

The Governor is further pleased to delegate the power of making alteration of date of birth of the above category of employees to the District Inspector of Schools of the concerned district.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT
SECONDARY BRANCH

No. : 940-Edn (S)/6C-24/87 Kolkata, the 29th October, 1992.

From : Shri P. Bhattacharyya, Asstt. Secy,.

To : The Director of School Education, West Bengal.

Sub. : Equivalence of B.Ed. degree issued by Regional college of Education through regular system of Education.

Ref. : His memo no. 1474 dt. 25. 10. 91.

The undersigned is directed to say that it has been ascertained from the leading Universities of West Bengal that they recognise the B.Ed. Examination conducted by the Utkal University through regular system of Education.

The regional College of Education, Bhubaneswar is affilliated to the Utkal University and the Government in the Educational Department has decided that B.Ed. degree obtained by candidates appearing from the college through regular system of Education be acceptable for the purpose of appointment, improvement of service condition etc. of teachers in non-Govt. Educational Institutions of West Bengal.

P. Bhattacharyya,

Assistant Secretary.

GOVERNMENT OF WEST BENGAL
EDUCATION DEPARTMENT (BUDGET BRANCH)

No. : 341-Edn (B) Dated : the 26th November, 1993.

MEMORANDUM

The undersigned is directed to state that under the Government Order No. 163–Edn (B) dated 15. 6. 90 the benefit of West Bengal Recognised Non-Government Educational Institution Employees (Death-cum-retirement Benefit) Scheme, 1981 as circulated under memo No. 136–Edn (B) dated 15. 05. 85 has been extended to those employees who retired prior to 1. 4. 81 and are in receipt of pension @ 25% of their basic pay last drawn in addition to contributory provident fund on the terms and conditions laid down in the scheme. It has not been brought to the notice of the Government that service records of a large number of employees retired prior to 1. 4. 81 cannot be produced before the audit authority (i.e. Accountant General), West Bengal for revision of pension payment order in terms of the Government Order No. 163–Edn (B) dated 15. 6. 90 and as such their claims cannot be finalised causing due hardship to them.

After careful consideration in the matter, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that the Basic pension of those teaching and non-teaching employees retired prior to 1. 4. 81 and whose service records cannot be produced before audit shall be increased as a special case on the basis of pension payment order issued in the following manner :–

(i)	Pensionering receipt of basic pension @ Rs. 250/- (Rupees two hundred fifty) only or less per month	To be increased @ 100%
(ii)	Pensioner in receipt of pension above Rs. 250/-	Rs. 500/- plus 90% of the amount of pension in excess of basic pension of Rs. 250/-

2. This order shall be effective from the date of issue of this order.

3. This order isuues with the concurrence of the Finance Department vide their U.O. No. Group– 'J' (PEN) dated 21. 10. 93.

Sd/- G.R. Saha (Secretary)

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAWAN, CALCUTTA-700 091.

No. : 139-SE (S) Dated : Calcutta the 11th March, 1996.

MEMORANDUM

It has come to the notice of the Govt. that there has been some confusion in interpreting the words "in the usual manner" used in Note 1 below para 6C of Memo No. 33-Edn (B) dated 7. 3. 90 issued by this Department, in the matter of mode of fixation of pay of the concerned employees on promotion/appointment to higher post, in the revised scales of pay.

It is hereby clarified that the words "usual manner" referred to above imply application of the provision of para.7 of G.O. No. 492(6)-Edn (B) dated 26. 10. 81 in the matter.

Sd/- M. Alam,

Deputy Secretary.

No. 139/1 (20)-SE (S).

Copy forwarded for information and necessary action to :-

1) Director of School Education, West Bengal;
2) Deputy Director of School Education (Grants-in-aid), West Bengal;
3) District Inspector of Schools (SE), ______________________
4) Director of Pension, Provident Fund and Group Insurance, Purta Bhawan, Salt Lake;
5) Law Officer, School Education Directorate;
6) Guard file.

Calcutta, Sd/-

the 11th March, 1996. Deputy Secretary.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA-700 091

No. : 276-SE (S) Dated Calcutta, the 6th April, 1998.

From : Shri A. K. Makar,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education,
West Bengal.

Sub. : Clarification regarding the qualification of B.Sc. P(Hons.) awarded by the University of North Bengal.

The undersigned is directed to refer to D.S.E., W.B.'s Memo No. 855-G.A. dt. 20. 05. 97 on the aforenoted subject and to say that after careful consideration the State Govt. in the School Education Deptt. has decided as follows :–

Since the concerned University has not declared the candidate with the said B.Sc. P(Hons.) Degree to have obtained Honours Degree with Second Class or First Class, the said qualification (B.Sc. P. Honours) cannot be treated as First Class or Second Class Honours degree, but the candidate may be treated at par with other categories of Hons. degree namely Special Hons. or condensed Honours degree.

Sd/- A. K. Makar,
Deputy Secretary.

Memo. No. : 475 (21) G. A. / 0M-05/88 Dated Calcutta, the 6th May, 1998.

Copy forwarded for information and necessary action to the District Inspector of Schools (SE) ____________
P.O.____________ Dist. ____________.

Sd/- N. Sinha
Director of School Education,
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 1092-SE(Pry) / (P) 10M-28/98 Dated, Calcutta the 11th November, 1998.

NOTIFICATION

In terms of section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (Act. No. 1 of 1996), the Governor is pleased to order that every establishment under the Government in the School Education Department, West Bengal shall appoint such percentage of vacancies not less than three percent for persons or class of persons with disability of which one percent each shall be reserved for persons suffering from :–

i) blindness or low vision ;

ii) hearing impairment ;

iii) locomotor disability or cerebral palsy, in the posts identified for each disability.

The term, 'establishment', as defined in section 2(K) of the aforesaid Act, meant an authority or a body owned or controlled or aided by the Government or a local authority and includes Departments of a Government.

By order of the Governor,
Sd/-
Joint Secretary.

No. : 1092/1(45)-SE(Pry) Dated Calcutta, the 11th November, 1998.

Copy forwarded for information and necessary action to :–

1. The Director of School Education, West Bengal ;
2. The Director of Accounts, School Education Deptt., ;
3. The Director, of S.C.E.R.T., West Bengal ;

4. The President, West Bengal Board of Primary Education;
5. Chairman, District Primary School Council;
6. The President, West Bengal Board of Secondary Education;
7. The President, West Bengal Council of Higher Secondary Education, – with request to notify all Schools under their respective jurisdiction.
8. i) Distt. Inspector of Schools (Primary Education) ____________________

   ii) Distt. Inspector of Schools (Secondary Education) ____________________

   with the request to notify their own offices and the Schools in the district.

Sd/-

Joint Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, CALCUTTA-700 016.

Circular No : S/71 Dated, Calcutta the 22nd Feb., 1999.

From : Dr. Pradyot Kumar Halder,
Secretary.

To : The Heads of all recognised Secondary Schools.

Sub. : **MINIMUM AGE IN CLASS IX.**

Dear Sir/Madam,

The question of fixing the minimum age in Class IX of recognised Secondary Schools has been under consideration for some time past.

The matter was placed before the meeting of the Executive Committee of the Board on 24. 12. 98 for consideration.

After detailed and careful considerations, the Board adopted the following resolution :–

In conformity with Circular No. 11 Edn(P) dated 9. 1. 91 and Circular No. 380 Edn(P) dated 31. 7. 91, the minimum age in Class IX shall generally be 13 years within 90 (ninety) days from the date of commencement of the academic year.

This order will come in force from the academic session 1999–2000 of Class IX.

Yours faithfully,

Sd/-
Secretary.

Memo No. : S/71 Dated : the 22nd February, 1999.

Copy forwarded for information and necessary action to :–

1. The Director of School Education, West Bengal, Bikash Bhawan, Salt Lake City, Calcutta – 91.
2. The District Inspector of Schools (S.E.) of all districts for Circulation to recognised Secondary Schools.

3. The Dy. Secretary (Academic) for publication in the next issue of the 'PARSAD VARTA'.
4. The Recognised Teachers' Associations.
5. O.S.D., W.B.B.S.E.
6. Meeting Section.
7. P.A. to President, W.B.B.S.E.
8. P.A. to Secretary, W.B.B.S.E.
9. All Board Members, W.B.B.S.E.
10. Law Sections.
11. All Officers of the W.B.B.S.E.
12. Regional Officers, W.B.B.S.E.

Sd/-
for Secretary.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
PRIMARY BRANCH
BIKASH BHAVAN, SALT LAKE, CALCUTTA - 91

No. : 1763-SE (Pry)/10M-124/99. Dated, the 23rd November, 2000.

CIRCULAR

The National Policy an Education and the International Convention on the Rights of the Child (of which India is a signatory) have explicitly mentioned that any form of Corporal punishment should be firmly excluded from the educational system. Corporal punishment may cause serious physical and mental injury, which may have deleterious effect on the personality of the growing children.

Hence, the School Education Deptt. directs to issue instruction on all the school teachers to desist from inflicting any form of corporal punishment to the students, which may cause serious physical and mental injury to them.

This order should be followed in its letter and spirit.

Sd/- Nikhilesh Das
Secretary.

No. : 1763/1(65)-SE (Pry). Dated, the 23rd November, 2000.

Copy forwarded for information and follow up action to :–

1. The President, West Bengal Board of Primary Education ;
2. The President, West Bengal Board of Secondary Education ;
3. The President, West Bengal Council of Higher Secondary Education ;
4. The President, West Bengal Board of Madrasah Education ;
5. The Director of School Education, West Bengal ;
6. The Chairman, DPSC, ____________________
7. The President, District School Board, Darjeeling ;
8. The Chairman, Primary School Council, Siliguri Sub-division ;
9. The District Inspector of Schools (PE), ____________________ Siliguri Sub-Division ;

10. The Secretary, Education Department, Darjeeling Gorkha Hill Council, Darjeeling;

11. The District Inspector of Schools (SE), Hooghly
P.O. Chinchura , Dist. Hooghly

12. Secondary Br. of this Deptt.;

13. Higher Secondary Br. of this Deptt.

Sd/-

Joint Secretary.

No.: 1763/2(2)-SE (Pry). Dated, the 23rd November, 2000.

Copy forwarded for information to the :–

1. Joint Secretary (SE), Ministry of Human Resource Development, Deptt. of Education, Govt. of India, New Delhi-110 001, with reference to his D.O. No. 16-22/97-Sch.I, dated 26. 10. 1999.

2. Joint Educational Advisar, Ministry of Human Resource Development, Deptt. of Education, Govt. of India, New Delhi-110 001, with reference to his D.O. No. 16-22/97-Sch.I, dated 28. 10. 1997.

Sd/-

Joint Secretary.

পশ্চিমবঙ্গ সরকার
বিদ্যালয় শিক্ষা বিভাগ
প্রাথমিক শাখা
বিকাশ ভবন, বিধাননগর, কলকাতা ৭০০ ০৯১

নং ১৭৬৩ - এস.ই. (প্রাই) / পি। ১০-এম - ১২৪।৯৯. তারিখ, কলকাতা ২৩শে নভেম্বর, ২০০০

বিজ্ঞপ্তি

জাতীয় শিক্ষা নীতি এবং শিশুদের অধিকার সম্পর্কিত আর্ন্তজাতিক সম্মেলনের (যেখানে ভারতবর্ষ অন্যতম স্বাক্ষরকারী) প্রস্তাবে স্পষ্টভাবে বলা হয়েছে যে শিক্ষা পদ্ধতি থেকে ছাত্র-ছাত্রীদের প্রতি যে কোন প্রকারের দৈহিক নির্যাতন নিশ্চিতরূপে বর্জন করতে হবে।

দৈহিক নির্যাতন গুরুতর শারীরিক, মানসিক এবং প্রক্ষোভ জনিত ক্ষেত্রে ক্ষতির কারণ হয়ে উঠতে পারে, যা বাড়ন্ত শিশুদের সামগ্রিক ব্যক্তিত্ব বিকাশের পক্ষে বিশেষ হানিকর।

সেই অনুসারে বিদ্যালয় শিক্ষা বিভাগ চান যে, ছাত্র-ছাত্রীদের উপর যেন কোন প্রকারের শাস্তিমূলক দৈহিক নির্যাতন না হয় সে বিষয় সংশ্লিষ্ট সকলে বিশেষ করে শিক্ষক শিক্ষিকাগণ সদা সচেতন এবং যত্নবাদন থাকবেন।

এই আদেশ আক্ষরিক ও নিহিতার্থে অনুসরণ করা অবশ্যকর্তব্য।

স্বাক্ষর ঃ নিখিলেশ দাস
সচিব

নং ১৭৬৩।১(৬৫)-এস-ই.(প্রাই) তারিখ, কলকাতা ২৩.১১.২০০০.

অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রতিলিপি প্রেরণ করা হোল ঃ —

১। সভাপতি, পশ্চিমবঙ্গ প্রাথমিক শিক্ষা পর্যদ।

২। সভাপতি, পশ্চিমবঙ্গ মাধ্যমিক শিক্ষা পর্যদ।

৩। সভাপতি, পশ্চিমবঙ্গ উচ্চ মাধ্যমিক শিক্ষা সংসদ।

৪। সভাপতি, পশ্চিমবঙ্গ মাদ্রাসা শিক্ষা পর্যদ।

৫। বিদ্যালয় শিক্ষা অধিকর্তা, পশ্চিমবঙ্গ।

৬। সভাপতি, ...জেলা প্রাথমিক বিদ্যালয় সংসদ।

৭। সভাপতি, জেলা বিদ্যালয় পর্যদ, দার্জিলিং।

৮। সভাপতি, শিলিগুড়ি মহকুমা প্রাথমিক শিক্ষা সংসদ।

৯। শিক্ষা সচিব, দার্জিলিং গোর্খা পার্বত্য পরিষদ।

১০। জেলা বিদ্যালয় পরিদর্শক (প্রাথমিক শিক্ষা), ...

১১। জেলা বিদ্যালয় পরিদর্শক (মাধ্যমিক শিক্ষা), ...

১২। উচ্চ-মাধ্যমিক শাখা, বিদ্যালয় শিক্ষা বিভাগ, পশ্চিমবঙ্গ সরকার।

১৩। মাধ্যমিক শাখা, বিদ্যালয় শিক্ষা বিভাগ, পশ্চিমবঙ্গ সরকার।

স্বাক্ষর ঃ দেবাশিস বসু
যুগ্ম-সচিব ২৩।১১।২০০০

নং ১৭৬৩।২(২)-এস-ই.(প্রাই) তারিখ, কলকাতা ২৩.১১.২০০০.

অবগতির জন্য প্রতিলিপি দেওয়া হোল ঃ —

১। যুগ্ম-সচিব (এস.ই), মানব সম্পদ উন্নয়ন দপ্তর, শিক্ষা বিভাগ, ভারত সরকার, নূতন দিল্লী - ১১০ ০০১ (তাঁর ডি.ও. পত্রাংক ১৬-২২।৯৭-এস.সি.এইচ-১, দিনাংক ২৬.১০.১৯৯৯ এর উল্লেখে।

২। যুগ্ম-সচিব পরামর্শদাতা,
মানব সম্পদ উন্নয়ন দপ্তর, শিক্ষা বিভাগ,
ভারত সরকার, নূতন দিল্লী - ১০০ ০০১ (তাঁর ডি.ও. পত্রাংক ১৬-২২।৯৭-এস.সি.এইচ-১, দিনাংক ২৬.১০.১৯৯৯ এর উল্লেখে)।

স্বাক্ষর ঃ দেবাশিস বসু
যুগ্ম-সচিব ২৩।১১।২০০০

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BUDGET BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 700 091

No. : 161-SE (E)/1M-43/2000. Dated, the 30th March, 2001.

MEMORANDUM

Under Memorandum No. 4100-FB dated 13. 12. 2000 of the Finance (B) Department, the Govt. of West Bengal issued a Policy Circular by way of reiteration of certain economy measures already adopted and also by introduction of a few additional measures.

In para 2(f) of the said circular it was enjoined that no vacant post excepting recruitment through the Public Service Commission irrespective of the duration of the vacancy, can be filled up without prior approval of the Appointments Committee of the Cabinet.

Subsequently, however the Govt. took into consideration the urgent need of the School Education Department to fill up the post of teachers in Primary Schools and Non-Govt. Secondary and Higher Secondary Schools including Madrashas in the overall interest of the Education of the State and after careful consideration it has been decided to relax the relevant provision of the economy circulars for the teachers under the administrative control of the School Education Department as a Special Case.

Hence, the undersigned is directed by order the Governor to say that the Governor has been pleased to relax the provision of para 2(f) of the Economy Circular in respect of appointment of teachers of Primary Schools and Non-Govt. Secondary and Higher Secondary Schools including Madrasahs in the interest of Public Service.

This order issues with the concurrence of the Finance Deptt. Gr-'B' vide their U.O. No. ES/584 dated 30. 3. 2001.

All concerned are being informed accordingly.

Sd/- D. Basu
Special Secretary.

No. : 161/1(14)-SE (B). the 30th March, 2001.

Copy forwarded for information and follow up action to :-

1. Accountant General (Audit-I), West Bengal ;
2. Accountant General (Audit-II), West Bengal ;

3. Finance (Budget) Department ;
4. Finance Gr-'B' Department ;
5. Director of School Education, West Bengal ;
6. Deputy Director of School Education (GA), West Bengal ;
7. Deputy Director of School Education (R/P), West Bengal ;
8. Chairman, District Primary School Council ;
9. Board of Secondary Education ;
10. Higher Secondary Council ;
11. Board of Primary Education ;
12. Treasury Officer, ...
13. P.S. to M.I.C. (P,S & M) ;
14. Accounts Officer, Directorate of School Education.

Sd/- D. Basu
Special Secretary.

No. : 880(20)G.A. Dt. 11th April, 2001.

Copy forwarded to the District Inspector of Schools (SE) & ———— P.O. ———————— Dist. ———————— for information and necessary action.

Sd/- N. Sinha
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 596-SE(S)/6C-2/2001 Dated, Kolkata the 16th April, 2001.

From : Shri P. K. Bhattacharya,
Asstt. Secretary to the Govt. of West Bengal.

To : The Secretary,
West Bengal Board of Secondary Edn.,
77/2, Park St., Kolkata: 16

Sub. : Prayer for issuing a certificate of equivalency to M.P.E. Three years summer course with that of M.P.E. two years regular course.

Sir,

I am directed to refer to your **letter No. S/39 dated the 27th January, 2000** on the above noted subject and to send herewith a xerox copy of Memo No. 2148-GA dt. 21. 12. 2000 which will speak for itself and will be helpful for disposal of the instant case.

Yours faithfully
Sd/-
Assistant Secretary to the
Govt. of West Bengal.

ss/

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
(GRANTS-IN-AID SECTION)
BIKASH BHAVAN, (7TH. FLOOR), NORTH BLOCK
SALT LAKE CITY, CALCUTTA - 700 091.

No. : 2148-GA/OM-5/95 Dated Calcutta, 21st December, 2000.

From : The Director of School Education, West Bengal.

To : The Assistant Secretary to the Govt. of W. Bengal,
School Education Department (Apptt. Branch),
Bikash Bhavan, Calcutta – 700 091.

REF : His Memo. No. 707–SE(Apptt. dt. 1. 8. 2000.

With reference to the subject, the undersigned has to state that in terms of G.O. No.: 417–SE(S) dated 8. 3. 2000 the Education Department has clarified that a candidate with M. PEd. of *two years regular* course from a recognised University is eligible to have Post-Graduate Scale of Pay. *No vacational M. PEd. has been allowed Higher Scale of Pay since it is not a singular course.*

Sd/- N. Sinha
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 970-SE(S)/ 8P-86/2001 — Dated, Kolkata the 28th June, 2001.

From : Shri M. Biswas,
Deputy Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.
Bikash Bhawan, 7th floor, Kolkata: 91.

Sub. : Sanction of post graduate Scale to those obtaining Master Degree in Physical Education from Jadavpur University.

Ref. : His Memo No. 1118–GA dt. 16. 5. 2001.

The Government in the School Education Depptt. has been pleased to accord recognition to the M.P.Ed. Degree of the Jadavpur University obtained through 3–Trimester Courses for the purpose of appointment to the post of teachers/according Higher Scale of Pay.

In the light of above decision of the Govt. all such cases may be disposed of at his end accordingly.

Sd/-
Deputy Secretary to the Govt. of
West Bengal.

ss/-

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE, KOLKATA - 91

No. : 1803(7)-SE(S)/ S-6C-11/2001 Dated, Kolkata the 4th October, 2001.

From : Shri A.K. Mukherjee,
O.S.D. & Ex-Officio Deputy Secretary

To : *** *** ***
The Director of School Education,
West Bengal.

A question has been raised whether M.Sc. (Bio-Physics) and M.Sc. (Bio-Chemistry) is to be treated on par with M.Sc. (Physics) and M.Sc. (Chemistry) respectively in the Examination held by the School Service Commission for selection of Assistant Teachers for Non-Govt. aided Schools including Madrasahs. After careful consideration the Government in the School Education Deptt. is of the opinion that qualification of M.Sc. (Bio-Physics) and M.Sc. (Bio-Chemistry) should be treated at par with that of M.Sc. (Physics) and M.Sc. (Chemistry) respectively during selection of candidates for appointment to the post of Assistant Teachers in Secondary Schools of above noted category.

Sd/- A.K. Mukherjee,
O.S.D. & Ex-Officio
Deputy Secretary.

Memo. No. 2638(20)G.A.

Copy forwarded to the Dist. Inspector of Schools(SE) ——————
P.O. —————————— Dist. ——————————
for information and necessary action.

Sd/- P. Pradhan
for Director of School Education
West Bengal.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA-700 016.

Circular No : S/103 Dated, Calcutta the 12th April, 2002.

From : The Secretary
West Bengal Board of Secondary Education

To : The Heads of
all Secondary Schools under this Board.

Sub. : 'On duty' of a teacher on all aspects centering round the publication of results for M.P.(SE)/M.P.(SE) (Ext.)

The undersignied is directed to state that for the evaluation/scrutiny of answer scripts for the M.P.(SE)/(Ext.) fall within the bounden duties of a teacher. Hence 'on duty' may be granted to a teacher for the purpose under the following circumstances as noted in Boards manual under Circular No. 40/58 in Clause No. 2 'absence arising out of service for attending the Head Examiner's Meeting of the Board or for having an interview with the Board, if called by the Board should be treated as on duty'.

In terms of Clause 2, a teacher may be granted 'on duty' under the following cases :–

A. i) In this connection absence arising out of service of a teacher for the day for taking delivery of answer scripts from the residence of H.E. or from the venue organised by the Board or from Board's Office may be treated as 'on duty'. (On production of certificate from the Head Examiner or from the Board for the day only).

ii) Absence arising out of service:

For submission of examined answer scripts along with marks to the residence of Head Examiners for two/three days separately may be treated as 'on duty', On production of certificate mentioning time, date and purpose for the day/days from the Head Examiner or from the Board.

In Clause No. 2.

B. i) Absence arising out of service for the day of an Headmaster/Asstt. teacher as an Head Examiner for attending Head Examiner's meeting at Board's Office may be treated as 'on duty' for the day on production of meeting notice or a certificate from the Board.

ii) In case of Head Examiner.

Absence arising out of service of an Headmaster/Asstt. Teacher for submission of marks to the Board by three/four instalments as an Head Examiner, the particular dates may be treated as 'On duty' (not more than four days), provided the purpose may be certified by the Board or on production of recepits for the same.

In Clause No. 2.

C. Special circumstances.

Absence arising out of service of a teacher for attending the spot evaluation camp as an Examiner/Head Examiner/Scrutiner which is organised by the Board for the M.P.(SE)/(Ext), 2002 and onwards for the day/days on production of certificate from the Board may be treated as on duty.

Sd/-
Secretary.

Copy to : 1) The Director of School Education (W.B.)
2) The D.I. of School (SE) for all District.

Sd/-
Secretary.

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, PARK STREET, KOLKATA-700 016.

Circular No : S/43/1 Dated, the 30th April, 2002.

From : Dr. Amar Chandra Patra,
Secretary

To : **The Heads of all Recognised X Class High School.**

Sub. : **Admission in Class IX/X from other Schools on transfer after submission of Form for Registration in Class IX.**

Dear Sir / Madam,

I am directed to inform you that the last para of the Circular Number S/43 dated 1. 2. 2002 has been modified partially in the following manner :

Admission in Class IX/X from other school after submission of form for Registration in any academic year may be allowed subject to the prior permission of the Board on production of

1) Prescribed Form i.e. W.B.B.S.E. – 03.

2) attested xerox copy of transfer certificates issued by the Headmaster/Headmistress of recognised concerned school.

3) Registration Certificates (if any) and

4) a fee of Rs. 50/- (fifty) per candidate by the school where the student intends to be admitted within 15th July of every academic session.

The Headmaster/Headmistress of the Institution where the student intends to be admitted must forward such application to the Secretary of the Board. Having the approval of the Board, a copy of the same must be sent to the respective Regional Office for consideration of enrolment of the student concerned in future.

All admission of students will be regulated as per Circular Number S/851 dated 2. 12. 1988 except the admission of students in Class IX/X who have filled in the Registration form in Class – IX.

Yours faithfully

Sd/-

Secretary.

No. : S/43/1(1-8) Dated, the 30th April, 2002.

Copy forwarded for information to :–

1. The Director of School Education, West Bengal ;
2. All District Inspectors of Schools (SE) ;
3. All Teachers' Organizations ;
4. All Dy. Secretaries and O.S.D. Board ;
5. All Assistant Secretaries, Regional Officers, Special Officers, Board ;
6. All Office Superintendents, Personal Assistants, Board ;
7. Deputy Secretary (Ac.), for publication in the Parsad Varta ;
8. Hon'ble Members West Bengal Board of Secondary Education.

Sd/-

(Gopa Basu (Dutta)

Deputy Secretary (Confidential)

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
BIKASH BHAVAN, SALT LAKE
KOLKATA - 700 091

No. : 1188-SE (S)/10M-88/2002 Dated, the 26th August, 2002.

From : Shri D. Basu, IAS
Special Secretary to the Govt. of West Bengal

To : The Director of School Education, West Bengal.

Sub. : Refusal of admission of students for non-mentioning of 'Religion' in the Admission Form – not permissible.

The undersignied is directed to say that the Govt. have been receiving reports from different quarters to the effect that in some recognised Institutions in the State admission of students is being refused on the plea that the religion of the students is not mentioned in the column of the 'Admission Form' prepared by the Institution.

After a careful consideration of the matter the Governor is pleased to order that no student in any Institution recongnised either by West Bengal Board of Primary Education, West Bengal Board of Secondary Education, West Bengal Board of Madrasah Education or West Bengal Council of Higher Secondary Education will be refused admission for non-mentioning his/her religion in the Admission Form and no such Institution will insist on the students' expressing their religion in any other way.

Heads of all recognised Institutions may be informed accordingly.,

Sd/- D. Basu
Special Secretary.

No. : 2110(21)-GA Kolkata, the 2nd September, 2002.

Copy forwarded to :-

The District Inspector of Schools(SE), ____________________
P.O. ____________________ Dist. ____________________
with the request to inform heads of all recognised Institution the decision of the Govt. in School Department regarding refusal of admission of students for non-mentioning of 'Religion' in the admission forms.

Sd/- P. Pradhan
for Director of School Education
West Bengal.

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
SECONDARY BRANCH
BIKASH BHAVAN, SALT LAKE KOLKATA - 700 091.

No. : 195-SE (S)/6C-13/2002. Dated, the 17th February, 2003.

From : Shri S.K. Ghosh,
Assistant Secretary to the Govt. of West Bengal.

To : The Director of School Education, West Bengal.

Sub. : Status of M.A. Degree from Tribhuban University, Kathmandu.

The undersignied is directed to refer to his Memo No. 3–GA of the 1st January, 2002 on the above noted subject and to say that after careful examinations of all the relevant papers of the M.A. Certificate from the Tribhuban University in Nepal issued in the year 1977 in favour of Hari Prasad Upadhyay, Retd. teacher of Sarswati Higher Secondary School, Mungpoo, Darjeeling, the Govt. in the School Education Deptt. is of the opinion that such Post Graduate Degree is equivalent to the Post Graduate Degree issed by the Universities recognised by the U.G.C. of India.

Sd/- S.K. Ghosh,
Assistant Secretary

No. : 195/1(3)-SE (S) Dated, the 17th February, 2003.

Copy forwarded for information to :–

1. The Assistant Director, Pension, Provident Fund & Group Insurance, Purta Bhawan, Salt Lake, Kolkata–91.
   This has reference to their Memo No. SEC/DJI-021/98 dt. 12. 12. 98.
2. The District Inspector of Schools (SE), Darjeeling.
3. The Headmaster/Secretary, Sarswati Higher Secondary School, Mongpoo, Darjeeling.

Sd/-
Assistant Secretary

Phone : 2337-0792, 2337-9661, 2337-4984 to 87, 2359-6497

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN,
9/2, BLOCK DJ, SECTOR II SALT LAKE
KOLKATA - 700 091

LIST OF BOARDS/COUNCILS DEEMED EQUIVALENT TO THE WEST BENGAL BOARD OF SECONDARY EDUCATION.

1. Andhra Pradesh Board of Secondary Education, Hyderabad.
2. Assam Board of Secondary Education, Guwahati.
3. Bihar School Examination Board, Patna.
4. Central Board of Secondary Education, Delhi.
5. Council for the Indian School Certificate Examination, New Delhi.
6. Goa Board of Secondary and Higher Secondary Education, Goa.
7. Gujrat Secondary Education Board, Gandhinagar.
8. Board of School Education, Haryana.
9. Himachal Pradesh Board of School Education, Dharamsala, Kangra.
10. Jammu & Kashmir State Board of School Education, Jammu.
11. Karnataka Secondary Education Examination Board, Bangalore.
12. Board of Public Examination, Kerala.
13. Maharastra State Board of Secondary and Higher Secondary Education, Pune.
14. Board of Secondary Education, Madhya Pradesh.
15. Manipur Board of Secondary Education, Imphal.
16. Meghalaya Board of School Education, Tura.
17. Mizoram Board of School Education, Aizawl.
18. Nagaland Board of School Education, Kohima.
19. Board of Secondary Education, Orissa.
20. Punjab School Education Board, Ropar.
21. Rajasthan Board of Secondary Education, Ajmer.
22. Tamil Nadu Board of Secondary Education, Madras.
23. Tripura Board of Secondary Education, Agartala.
24. U. P. Board of High School & Intermediate Education, Allahabad.
25. West Bengal Board of Madrasah Education.
26. Visva-Bharati.

Sd/-

Deputy Secretary (Academic)
Council of Higher Secondary Education
West Bengal.